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CIFM

中国广州国际木工机械、家具配料展览会  
CHINA INTERNATIONAL WOODWORKING MACHINERY  
& FURNITURE RAW MATERIALS FAIR (GUANGZHOU)



interzum guangzhou

# 市场远景 纵览于此

Detailed visions for future markets

参展商手册

International Trade Fair  
for Furniture Production

Service  
Manual

2012年3月27-30日

中国进出口商品交易会展馆(琶洲)

27-30 March, 2012

China Import and Export Fair Complex (Pazhou)



中国对外贸易中心(集团)  
China Foreign Trade Centre (Group)



we energize your business

## WELCOME NOTE

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**Dear Exhibitor,**

Thank you for your participation in **interzum guangzhou 2012**.

This Exhibitor Service Manual has been compiled to assist you in your preparation for the event.

The "Index of Forms" lists all forms included in the manual and shows you which forms are compulsory. The other forms are for your attention and completion where necessary.

Please send us the order forms by the dates indicated so that we can ensure that the services you require have been arranged.

We look forward to welcoming you at **interzum guangzhou 2012**.

**The Organizing Team**  
**December 2011**

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All Information in this manual is correct at the time of printing as the Organizers have done their utmost to ensure accuracy.  
The Organizer apologize for any misprint or error, and regret that we cannot be held liable on any account whatsoever for them.

# LIST OF CONTACTS



## Organizing Team

### Project Management

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Room 3311, Metro Plaza  
183 Tianhe Road (North), Tianhe District  
Guangzhou 510620 P.R. China  
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Email : k.lee@koelnmesse.cn  
Contact : Ms. Karen Lee

### Sales Executive for China / International

Tel : +86 20 8755 2468 ext 15  
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m.liang@koelnmesse.com.cn  
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152 Beach Road , #25-05 Gateway East  
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### Sales Executive for Europe

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Contact : Ms. Alexandra Schuhmacher

### Operations

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Unit 1018 Landmark Tower II  
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Contact : Mr. Wilson Wang

### Marketing / Media Communication

Room 3311, Metro Plaza  
183 Tianhe Road (North), Tianhe District  
Guangzhou 510620 P.R. China  
Tel : +86 20 8755 2468 ext 16  
Fax : +86 20 8755 2970  
Email : c.li@koelnmesse.cn;  
Contact : Ms. Cindy Li

## Official Freight Forwarder

### For Exhibitors in Area B (Hall 9.1 & 11.1)

Agility Fairs & Events Logistics Limited  
22/F., CITIC Telecom Tower, 93 Kwai Fuk  
Road, Kwai Chung, N.T., Hong Kong SAR  
Tel: +852 2211 8203 Fax: +852 2866 2421  
Email: bchiu@agilitylogistics.com  
Contact: Mr. Bart Chiu

Agility Fairs & Events Logistics (Shanghai) Co.,  
Ltd. Guangzhou Branch  
6/F, No.726 Dong Feng Road East, Guangzhou,  
P.R. China,  
Tel: +86 20 2829 8365 Fax: +86 20 2829 8356  
Email: frlee@agilitylogistics.com  
Contact: Mr. Franky Lee

### For Exhibitors in Area C (Hall 14.1 & 15.1)

BEX Logistics Co., Ltd.  
Room 2106, 21/F., Win Plaza, No.9 Sheung Hei  
Street, San Po Kong, Kowloon, Hong Kong  
Tel: +852 2836 5285 Fax: +852 2836 5383  
E-mail: novan@bexlog.com.hk  
Contact person: Ms. Novan Ng

Go-Express Logistics (Shanghai) Co., Ltd.  
Rm. 1102 North Tower, Heping Business Center,  
No. 880 Guangzhou Da Dao Nan, Haizhu  
District, Guangzhou, 510305 PR China  
Tel: +86 20 8904 0996 Fax: +86 20 8904 0219  
E-mail: kevin.cai@go-express.com.cn  
Contact person: Mr. Kevin Cai

## Stand Contractor for International Halls

Guangzhou Pico IES Exhibition Services Co., Ltd.  
1803-04 Poly World Trade Center, No. 1000,  
Xingang Road East, Haizhu District, Guangzhou,  
510335 PR China  
Tel: +86 20 8908 9134 / 8908 9124  
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Contact : Ms. Aiba He & Ms. Suiwei Cai  
Ms. Jun Deng & Mr. Daniel Chen

## Official Travel Agent

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54 Lifu Road #506, Haizhu District Guangzhou  
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Contact : Mr. Peter Tang

## SCHEDULE OF EVENTS

Build-up Period	Date	Time
Appointed Stand Contractor for International Halls Move-In	23-24 March 2012 (Area B) 23-24 March 2012 (Area C) 25 March 2012 26 March 2012	0900 – 1730 hrs 0900 – 2000 hrs 0900 – 2200 hrs 0900 – 2400 hrs
Exhibitor Nominated Contractor Move-In For Exhibitors in Area B	23 -24 March 2012 25 March 2012 26 March 2012	0900 – 1730 hrs 0900 – 2200 hrs 0900 – 2400 hrs
Exhibitor Nominated Contractor Move-In For Exhibitors in Area C	23 -24 March 2012 25 March 2012 26 March 2012	0900 – 2000 hrs 0900 – 2200 hrs 0900 – 2300 hrs
Exhibitor Registration For Raw Space Exhibitors	23-25 March 2012 26 March 2012	0900 – 1630 hrs 0900 – 1800 hrs
For Standard Shell Scheme and Premium Shell Scheme Exhibitors	25 March 2012 26 March 2012	0900 – 1630 hrs 0900 – 1800 hrs
Electrical Installation	25 March 2012 26 March 2012	1300 – 1700 hrs 0900 – 1500 hrs
Exhibits Move-In and Stand decoration (Standard Shell Scheme Exhibitors)	25 March 2012 26 March 2012	0900 – 2100 hrs 0900 – 2300 hrs
Exhibition Period	Date	Time
Opening Hours of Exhibition	27 March 2012 28 March 2012 29 March 2012 30 March 2012	0830 – 1800 hrs 0900 – 1800 hrs 0900 – 1730 hrs 0900 – 1700 hrs
Dismantling Period	Date	Time
Exhibits Move-Out	30 March 2012	1700 – 2400 hrs
Stand Dismantling	30 March 2012 31 March 2012	1700 – 2400 hrs 0900 – 1700 hrs

### Notes:

- All exhibitors must decoration their stands by **2400 hrs on 26 March 2012**. No construction is permitted after 2300. If you do need more time for decoration work, you can apply for over time at night of 25 March ( no time limitation) , and please find the relevant procedures described below.
- Exhibitors who require exceptions from this rule must obtain written permission from the Organizer for security and hall lighting to be arranged.
- If exhibitor requires booth construction overtime, they must submit the application together with the overtime payment to the Official Contractor's onsite office by 1500 hrs on the same day. Apply for over time apply before 1500 hrs will be charged RMB 14 /sqm/h, apply for over time after 1500 hrs will be charged RMB 18 /sqm/h, apply for over time after 1700 hrs won't be accepted.  
\* Over time during the move-out will not be permitted; all exhibitors should tear down at required time.
- Exhibitors must move-out by 1700 hrs on 31 March 2012. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement e.g. hiring of staffs, will be charged to the exhibitors.

## A) GENERAL INFORMATION

### 1. Name of Event

**interzum guangzhou 2012**

### 2. Venue

China Import & Export Fair Pazhou Complex, Area B & Area C  
No.382 Yuejiang Road (M), Haizhu District  
Guangzhou, P.R. China

### 3. Opening Dates & Times

Tuesday – Friday  
27 - 30 March 2012

Exhibitors	27 March	0830 – 1800 hrs
	28 March	0900 – 1800 hrs
	29 March	0900 – 1730 hrs
	30 March	0900 – 1700 hrs
Trade Visitors	27 – 28 March	0930 – 1800 hrs
	29 March	0930 – 1730 hrs
	30 March	0930 – 1700 hrs

### 4. Organizing Team

#### Organized by

China Foreign Trade Centre (Group)  
Koelnmesse GmbH

#### Hosted by

China Foreign Trade Guangzhou Exhibition General Corporation  
Koelnmesse Co., Ltd.

### 5. Visitor Admission

- Visitors must register at the registration counter at the entrance area of the hall.
- Admission is free for invited guests and pre-registration visitors only. Other visitors need to pay for the entrance.
- The Organizer reserves the right to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless prior approval is obtained from the organizer.
- Business or smart casual attire is compulsory, shorts and sandals are not permitted.
- Minors under 18 years of age are not allowed into the exhibition halls.

### 6. Facilities

A Press Centre for local and international media will be made available throughout the opening hours to assist members of the press.



## A) GENERAL INFORMATION

### 7. About Guangzhou

Guangzhou, the capital city of Guangdong province, is situated in the south of China, adjacent to Hong Kong and Macau. Traditionally known as the gateway of China, Guangzhou is the center of economy, culture and finance hub for international trade. As a frontier of China's reform and opening policy, Guangzhou experienced a tremendous improvement in the aspects of economy, transport, catering and other infrastructure in the past decade.

### 8. Venue Routes

China Import & Export Fair Pazhou Complex is situated at No.382, Yuejiang Zhong Road, Haizhu District, Guangzhou. Exhibitors can get to the venue by the following routes:

- a) You may take Metro Line 8 to Pazhou station. (If you take Metro Line 1, you need to transfer to Line 2 at Gongyuan Qian station then transfer to Line 8 at Changgang station; if you take Metro Line 3, you need to transfer to Line 8 at Kecun station.)
- b) If you are driving to the venue, you can get to Xingang Dong Road via Guangzhou Bridge, Jiangwan Bridge and Haiyin Bridge. You can also get to the venue via Huangpu Ave or Huanan Thruway. (Pazhou Bridge & Huanan Thruway are charged highways). For Details please refer to the "[Location Map of Chinese Export Commodities Fair Pazhou Complex](#)" on next page.

### 9. Transport

#### By Air

Guangzhou Baiyun International Airport is located only 40 minutes via taxi from the official hotels and the fairground. It offers regular flights to and from the major Asian cities, including Hong Kong.

#### By Rail

Eastern Guangzhou Railway Station is located approximately 20 minutes via taxi from the official hotels and the fairground. There are express trains traveling every 2 hours between the station and Hong Kong Hung Hom Station. The trips take about 90 minutes. For inquiries, please call +852-294-77-888 (HK) or +86-20-8755-0917 (Guangzhou).

#### By Bus

There is a coach service between Guangzhou and Hong Kong. Visitors can transfer to Line 2 of Guangzhou Metro at China Hotel and Dongfang Hotel towards the Venue.

### 10. Language

Putonghua is the official language although there are numerous other dialects. Cantonese is the main dialect spoken in Guangzhou & Hong Kong. English is an international business language but it is not widely spoken. Interpretation is still needed for most business transactions in China.

To hire an interpreter for the event, please complete **Form 15**, and fax it to the Organizer before **17 February 2012**.

### 11. Currency

The currency used in China is Renminbi, abbreviated as RMB. Most credit cards such as VISA, Master Card and American Express are only accepted in major hotels and large shopping outlets. It is advisable to carry some cash and exchange for local currency when possible.

### 12. Visa

Visas are required for all visitors to China. For application, please approach the nearest China Embassy at least one month before your departure. Please contact the Organizer for official invitations, which are sometimes required for visa application. Please refer to **Form 18** for details.

## A) GENERAL INFORMATION

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### 13. Climate

Guangzhou is a subtropical area with temperature ranging from 10°C to 32°C throughout the year. It is usually rainy and humid in March with an average temperature of 20-25°C.

### 14. Time

China is 8 hours ahead of Greenwich Mean Time and 16 hours ahead of United States Western Standard Time.

### 15. Hotels / Taxi and Airport Transfer

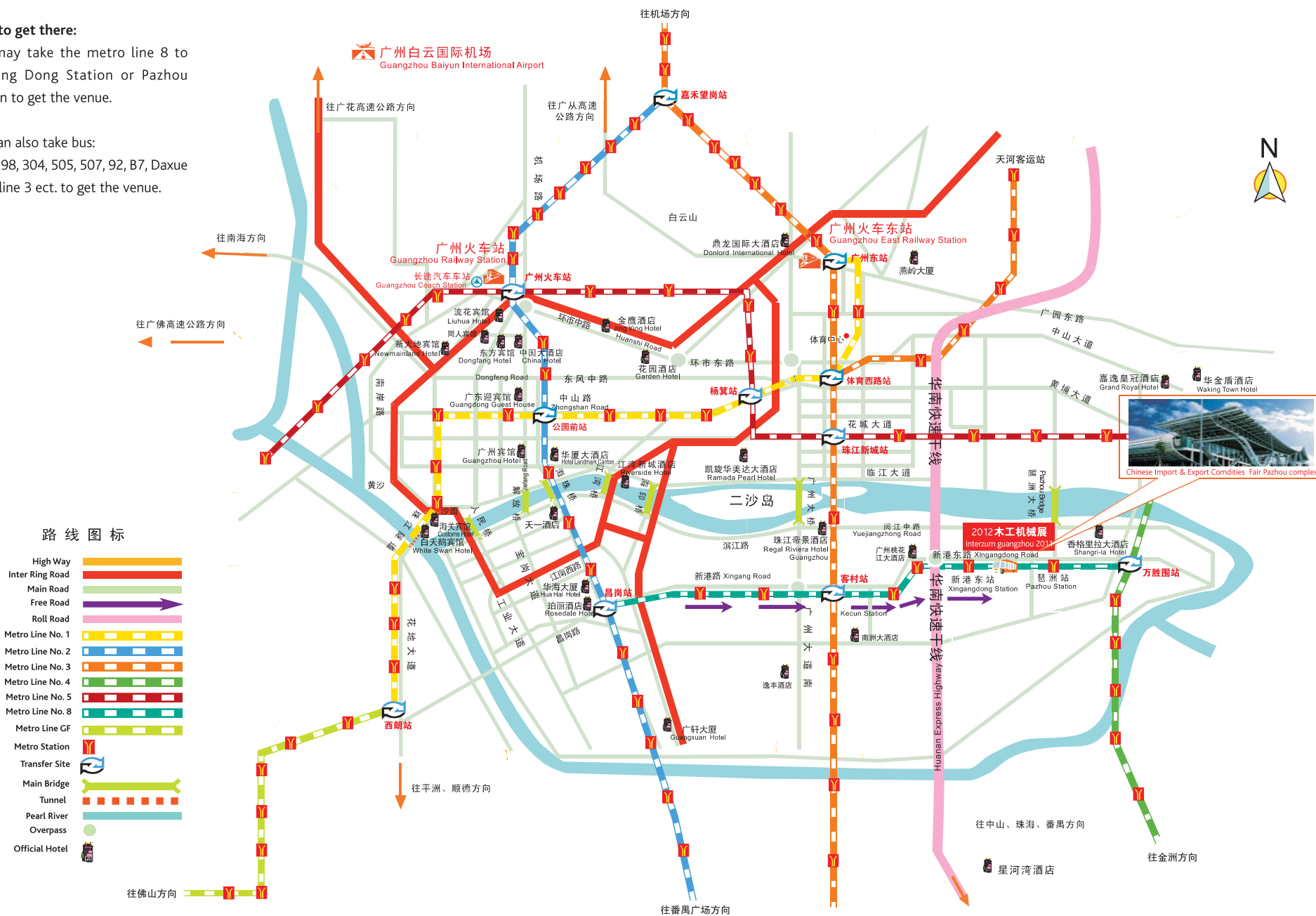
Discounted rates have been secured for exhibitors and visitors to **interzum guangzhou 2012**. Please refer to **Form 18** for hotel bookings or refer to our website [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com) for further details.

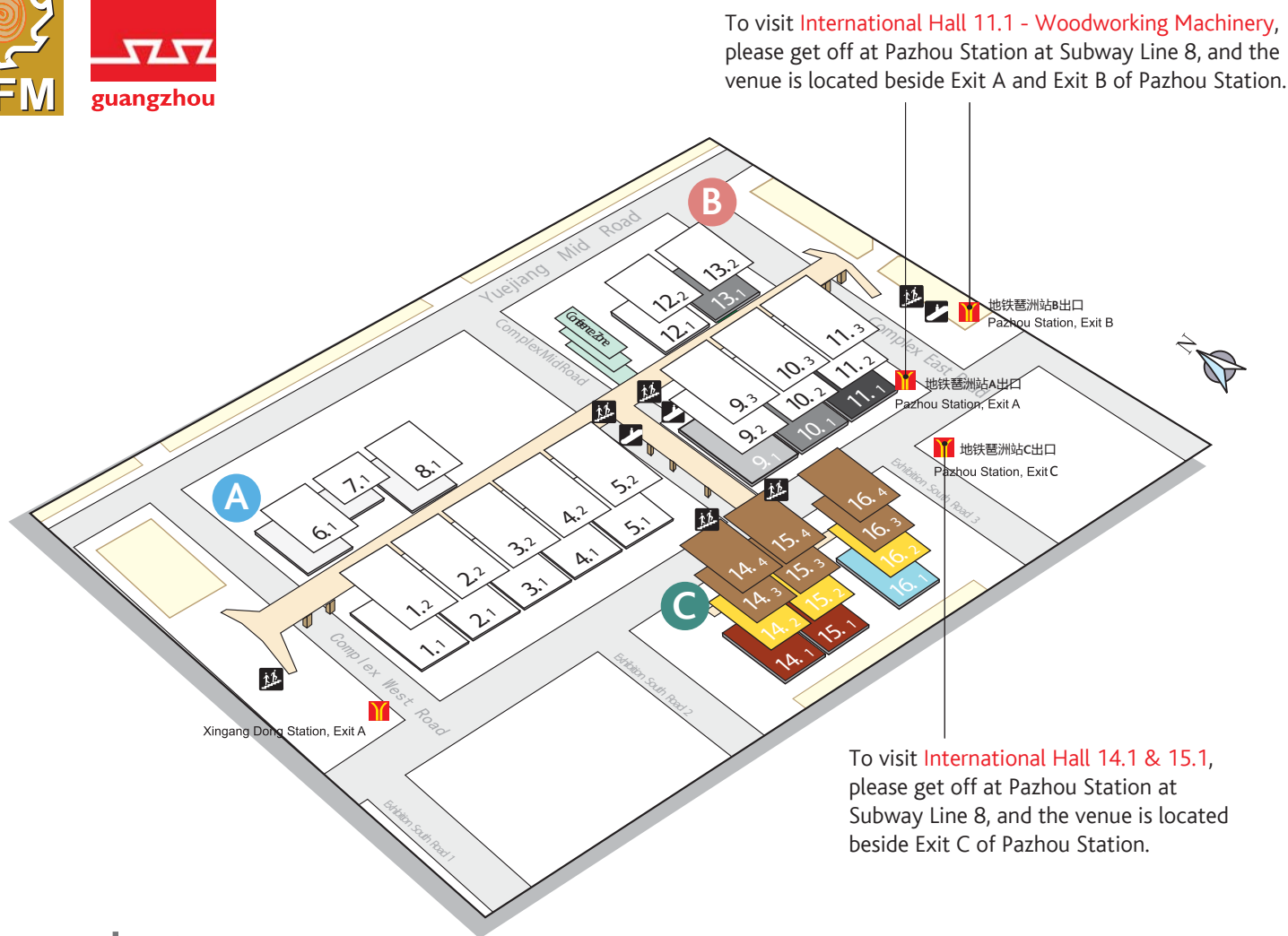
Taxis are available at the airport. Taxi service hotline in Guangzhou is 96900.

Optional tours in and around Guangzhou and the Region can be booked in advance at [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com) or at the service counter on-site. For special arrangements please contact our Official Travel Agent.



262, 298, 304, 505, 507, 92, B7, Daxue  
town line 3 ect. to get the venue.





## The product groups

9.1	Mattress and sewing machinery, furniture production tool and cutter	软体机械及刀具展区
10.1 & 13.1	Woodworking machinery	木工机械展区
11.1	<b>International Hall</b> Woodworking machinery, tools and other machinery	<b>国际展区-机械综合馆</b> 木工机械 / 软体机械 / 刀具 / 其它机械
14.1	<b>International Hall</b> Hardware, components and fitting	<b>国际展区-五金馆</b> 五金 / 配件
15.1	<b>International Hall</b> Materials and equipments for upholstery and bedding, wood products and adhesives, materials and equipment for interior design	<b>国际展区-辅料综合馆</b> 软体家具辅料 / 气动元件 木料及木材产品 / 粘合剂、填充剂 室内装饰原料与设备
14.2, 15.2 & 16.2	Raw materials and components	家具配料综合展区
14.3, 15.3, 16.3, 14.4, 15.4 & 16.4	Hardware	五金展区
16.1	<b>Visitor Registration Center</b>	<b>买家登记中心</b>

## B) TECHNICAL INFORMATION

### B 1. Booth Construction Regulations

#### 1.1 Stand Contractor for International Halls

**Guangzhou Pico IES Exhibition Services Co., Ltd** has been appointed as the Stand Contractor for International Halls of this event. The Exhibitors may employ a contractor of his choice to construct and install any stands they may require. Raw Space Exhibitors using non-official contractors must submit detailed drawings for approval by the Organizers/Stand Contractor for International Halls before **3 February 2012**. For details, please refer to **Form 8**. The Organizer reserves the right to reject any construction and design they deem inappropriate.

#### **Guangzhou Pico IES Exhibition Services Co., Ltd.**

1803-04 Poly World Trade Center, No. 1000, Xingang Road East, Haizhu District, Guangzhou, China.(510335)

Tel: +86 20 8908 9134 / 8908 9124 / 8908 9140 / 8908 9041

Fax: +86 20 8908 9811

Email: aiba.he@cn.pico.com / suiwei.cai@cn.pico.com / jun.deng@cn.pico.com / daniel.chen@cn.pico.com

Contact: Ms. Aiba He / Ms. Suiwei Cai / Ms. Jun Deng / Mr. Daniel Chen

#### 1.2 Standard Shell Scheme Construction

The basic design for each Shell Scheme booth consists of:



	9-12sqm	15sqm	18sqm
Carpet	As per stand space		
System Wall Elements (2..5mH)	As per stand space on all closed sides		
Fascia Board with English & Chinese Company Name and Booth Number	On all open sides		
Information Counter	1	1	2
Lockable Sideboard	1	1	2
Round Table	1	1	2
Leather Arm Chair	3	3	6
Flat Wall Shelf (1000L x 300Wmm) (Optional) *	3	3	4
Long-arm Spotlight (100W)(ML002)	3-4	5	6
Power Socket (Max 500W)	1	1	2
Waste Paper Basket	1	1	2
Daily Booth Cleaning	Incl.		
*The Flat Wall Shelf is an optional item and will only be installed on request. Please complete Form 9 and return to the Stand Contractor for International Halls to submit request by 02 March 2012. Free quantity is listed in the table above			

The basic design for each Premium Shell Scheme booth consists of:

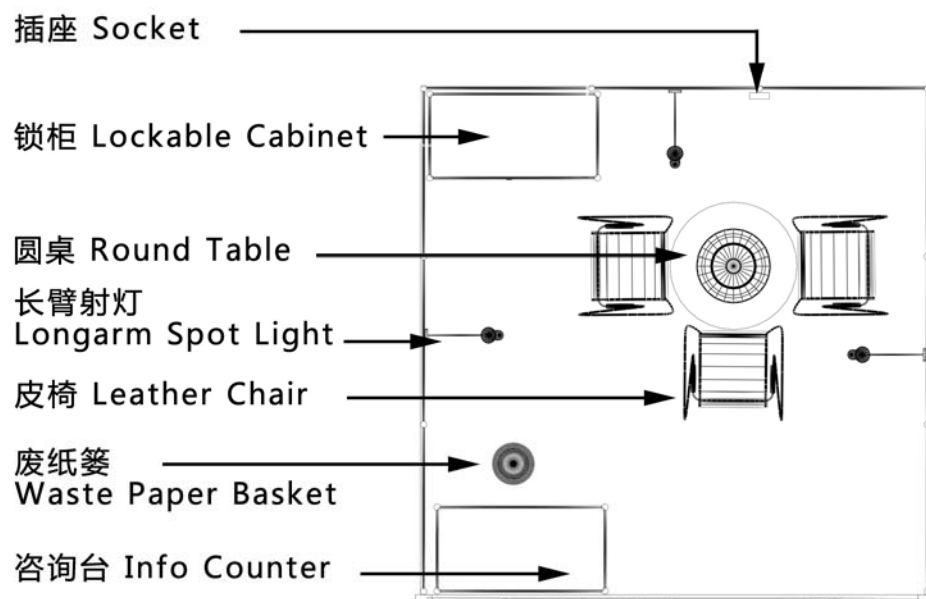
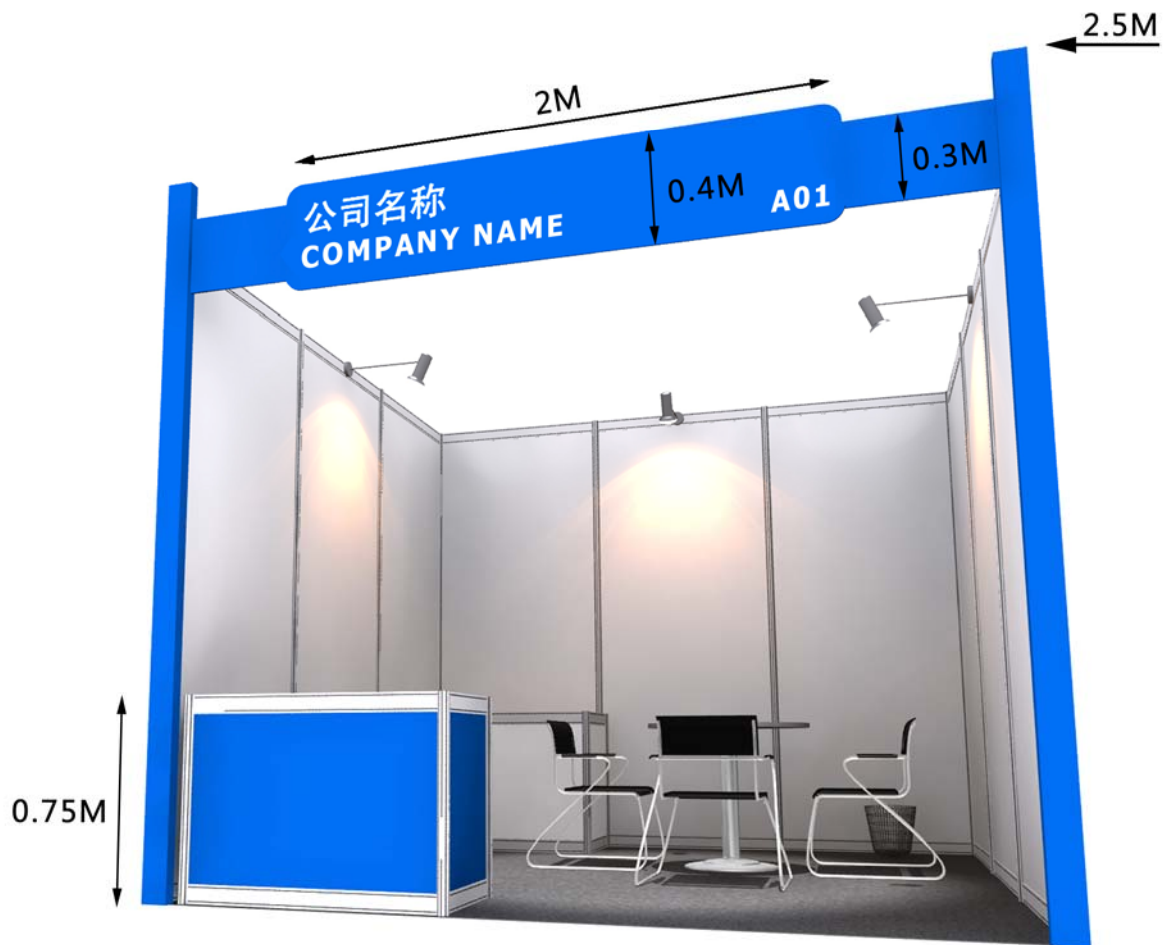


	18sqm	27sqm	36sqm
Carpet	As per stand space		
System Wall Elements(2.5mH)	As per stand space on all closed sides		
Fascia Board with English & Chinese Company Name and Booth Number	On all open sides		
Tall Show Case (1000L x 500W x 2500Hmm)	1	1	2
Low Show Case (1000L x 500W x 1000Hmm)	1	1	2
Round Table	1	1	2
Leather Arm Chair	6	9	12
Flat Wall Shelf (1000L x 300Wmm) (Optional) *	3	5	6
Shelf Rack (1m*0.3m, inside store room)	1	1	1
Long-arm Spotlight (100W)	6	9	12
Power Socket (Max 500W)	1	1	2
Waste Paper Basket	1	1	2
Store Room, incl. folding door	2sqm	2sqm	4sqm
Daily Booth Cleaning	Incl		
*The Flat Wall Shelf is an optional item and will only be installed on request. Please complete Form 9 and return to the Stand Contractor for International Halls to submit request by 02 March 2012. Free quantity is listed in the table above			

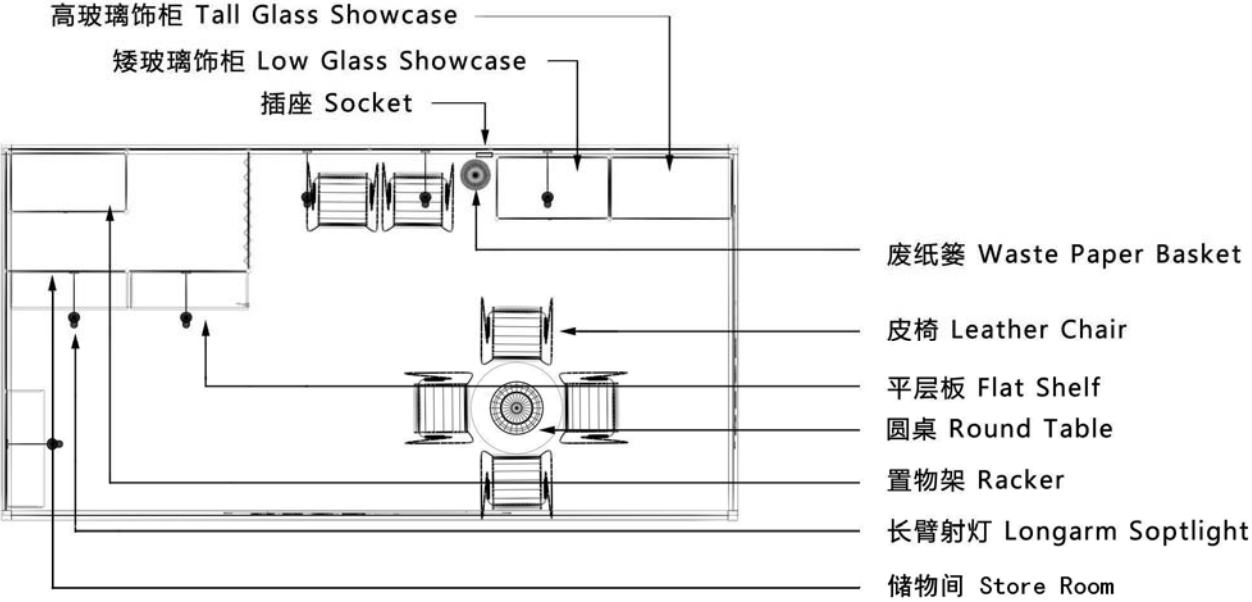
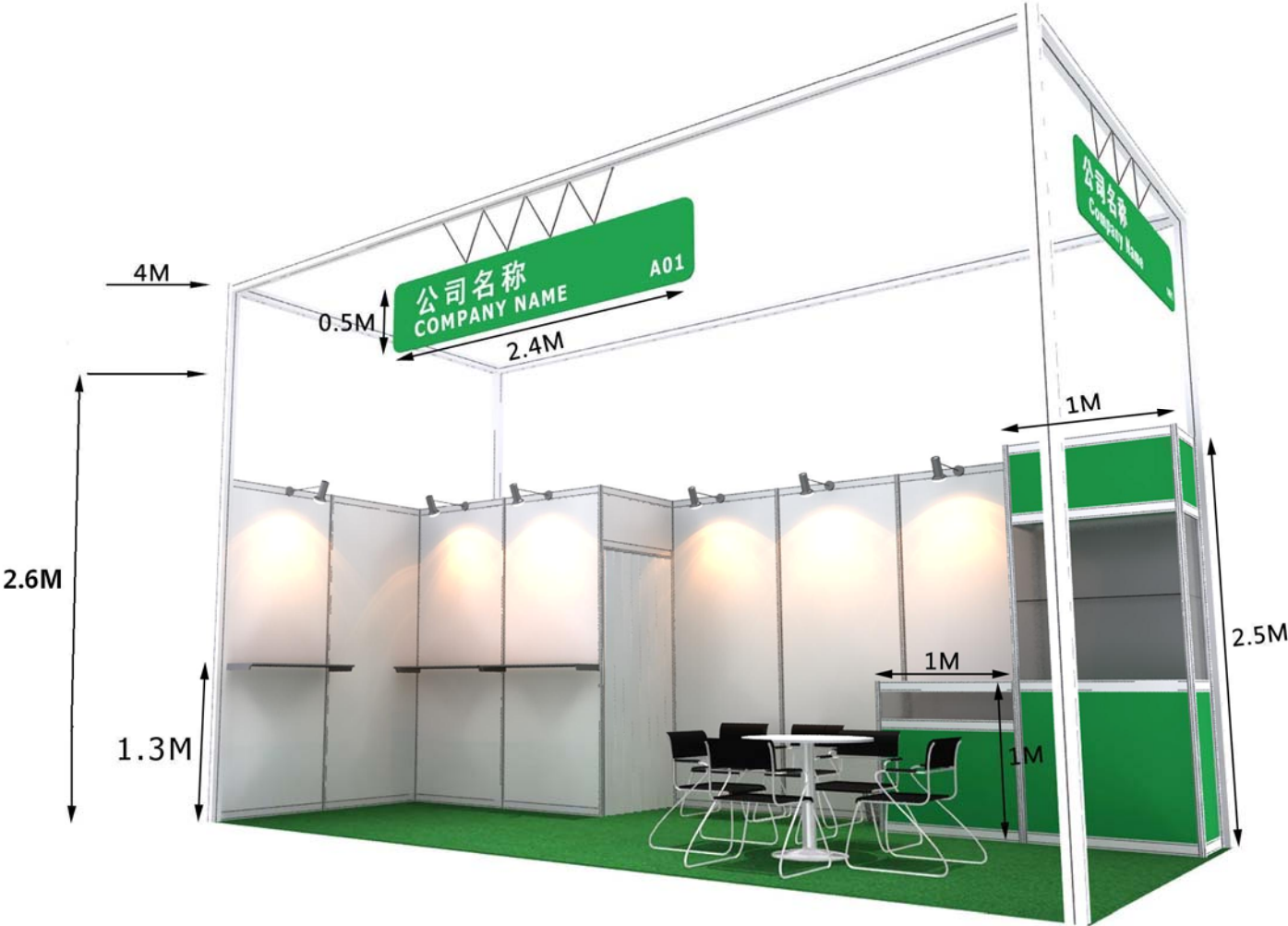
**\* Please contact the Organizer for entitlements for booth sizes which are not specified above.**

Booth facilities listed above are subject to change at the discretion of the Organizers without prior notice.

# 国际普通标准展位 Standard Shell Scheme



# 国际高级标准展位 Premium Shell Scheme





## B) TECHNICAL INFORMATION

If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

Additional furniture and electrical items can be rented from the Stand Contractor for International Halls. Please place your order by completing the respective forms and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the manual.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Stand Contractor for International Halls and charged accordingly to the exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

Exhibitors are disallowed from replacing existing fascia with self-made fascia for Standard and Premium Shell Booths. Please refer to Figure 1.0 for an example.



Figure 1.0

### 1.3.1 Stand arranged by Exhibitor

Exhibitors having Special Design booths are advised to use the service of the Stand Contractor for International Halls appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. **The Organizer reserves the right to reject any contractor and design they deem inappropriate.**

Each booth must have its own panels and it is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel. Please refer to Figure 1.1 for an example.

**If the exhibitor fails to cover the back of the panel, the Organizer will assign the Stand Contractor for International Halls to do the covering before the show opens, and the cost will be deducted from the paid Hall Clearance Deposit.**



Figure 1.1

## B) TECHNICAL INFORMATION

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**Island booths are not allowed to construct a full wall on open side. All walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both.** Booths with special design must have their exposed back walls covered with suitable material, i.e. white wooden panels. If found building differently from the layout approved by the Organizer, exhibitors will be asked to rebuild the booth and bear all related costs including overtime charge.

According to the Fire prevention rules, if your Raw Space design has a full wall frustration towards the venue solid wall, you need to have a 1m(w) x 2m(h) (at least) door on your full wall design.

The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The information of the contractor must be given to the Organizer by completing **Form 8**. Failure to obtain written approval can result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the Exhibitors appointed contractor is not the Stand Contractor for International Halls, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.

This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted based on the stipulated deadline for the approval of the Organizer. **Late submissions will not be approved.** Please refer to **Form 8** of this manual.

### 1.3.2 Construction Height

The maximum permitted for single storey stand construction height is **4.5m**, for double storey stand is **6m**, and subjected to final approval by the Organizer. **Double storey stand design is not accepted in Area C.**

Any stand construction has to be approved by the Organizer.

### 1.3.3 Building Material / Dangerous Materials

Materials for the construction of the exhibition booths shall have a minimum flame spread rating. No false ceiling will be approved, unless the material used will allow water to flow through freely.

No temporary gas, petrol or highly inflammable substances are allowed in the halls. All pressure vessels or equipment must conform to safety standards and regulations. Approval for its use is required.

Any stand of more than 60m<sup>2</sup> has to be equipped with a fire extinguisher, and one more fire extinguisher is required for every 20 m<sup>2</sup> increment of the booth.

### 1.3.4 Double storey stands

Apart from the mentioned rules & regulations, exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

1. The exhibiting company of the lower tier of a particular booth must be same as that of the upper tier.
2. The rental rates for the contracted floor area at the upper tier shall be one third (1/3) that of the lower tier. That is, if the rental rate for the lower tier floor area is €130 per square metre, the rental rate for the upper tier floor area is € 43 per square metre.
3. Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 square metres and that the minimum length of any dimension of that area is 6 metres.
4. The contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth.



## B) TECHNICAL INFORMATION

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5. All booth designs and stand construction must be approved in advance by the organizers and the venue owner in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities' review and approval.

6. The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the venue owner.

7. Exhibitors having Special Design booths are advised to use the service of the International Halls Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

**8. Each booth must have its own panels and it is not permitted to use the neighbor's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.**

9. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be given to the Organizer by completing **Form 8**. Failure to obtain written approval can result in costly alterations onsite such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the exhibitor appointed contractor is not the International Halls Stand Contractor, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.

10. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

### B 2. Power, Water & Compressed Air

#### 2.1 Power Supply and Lighting

- a) Basic hall lighting will be provided. The standard electrical current supply is single phase, 220 Volt 50 Hz.
- b) Electricity supply will be switched off **30 minutes after the exhibition closes each day**. 24-hour electricity supply can be arranged on a **chargeable** basis through the Organizer.
- c) To ensure maximum safety and sufficient electrical supply, all electrical installations and electrical capacities used must be reported to the Organizer in advance.
- d) All electrical installations must fulfill the relevant safety standards and meet the requirements and Quality Standards of the Fire Safety Authorities.
- e) For safety reasons, please use one socket for one machine only (maximum power is 500W). **Please take note that the use of multi-socket is not permitted.**
- f) Electrical wire must be ZR-BVV and jacketed. Wire with aluminous core is not allowed.
- g) Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10A electric current.
- h) 30A creepage prevention switch must be set at visible and safe position of exhibition, for the convenience of operation and examination.
- i) The metal protector tubes and metal components must have electric jumper and protection earthing.
- j) All the electric circuit should have privacy protecting earth conductor, which should be connected with all the probably leak metal component.
- k) The quartz lamp should have protecting asbestos pad; Ads. Lamp house should have necessary equipment for the heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.
- l) There should be protecting cover for the lights with countable heat (above 100W). Lights with huge heat are not allowed to be used (above 500W).

## B) TECHNICAL INFORMATION

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- m) All electrical installations or dismantling must be carried out by licensed electricians. All electrical equipment must be tested by licensed engineers appointed by the International Halls Stand Contractor prior to its use.
- n) Daylight lamp rectifier should be fixed away from the daylight lamp, fixing together is not allowed.
- o) The electricity box shall not be fixed in a closed room in principle, but it can be fixed in an unlocked room with marks of words like "electricity room" if such room locking is really necessary.
- p) The Organizer has the authority to disconnect electricity supply to any electrical equipment that is considered dangerous, hazardous or disruptive to visitors and other exhibitors.
- q) Illumination is normally lower than 32A380V with leakage protection while power higher than 32A without leakage protection.
- r) Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. It's not allowed to connect any light or machine directly to the exhibition center's electric box.

### 2.2 Water and Compressed Air

For operational safety reasons, only the International Halls Contractor is permitted to carry out the installation work required. For orders please use **Form 12**.

## B 3. Freight and Exhibits

### 3.1 Official Freight Forwarder

The Organizer has appointed **Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch**(for exhibitors in Area B), **Go-Express Logistics (Shanghai) Co., Ltd.**(for exhibitors in Area C) as the Official Freight Forwarders, site handling and customs clearance agent for **interzum guangzhou 2012**. Please refer to **Form 16 & Form 17** for detailed guidelines on freight forwarding services

- a) Exhibitors are requested to obtain Move-out clearance forms with their business cards at Service Centre after 14.00hrs on 30 March 2012.
- b) Without special approval from the Organizer, no additional exhibits are allowed to enter the exhibition hall once the fair has opened. No exhibits are allowed to be taken away from the hall before the fair ends. Exhibitors must obtain a move-out permission to move out their exhibits at the end of the fair.
- c) Exhibitors may use light trolleys to deliver hand-carried items, light exhibits or displays to the exhibition stand(s) during the Move-in period.
- d) For heavy exhibits, exhibitors are not allowed to use their own mechanical transportation equipment (e.g. hoist, crane, forklift, truck, jack lift, trolley etc.) to deliver their exhibits to the stand. They have to make arrangements with the Official Freight Forwarder appointed by the Organizer to make delivery to their stands. For details, please contact the Official Freight Forwarder.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out one hour before the start or immediately after the show.

## B) TECHNICAL INFORMATION

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Please address all correspondence concerning exhibition freight forwarding matters directly to any of the **Official Freight Forwarder** office worldwide.

### 3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not allowed to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

## C) RULES AND REGULATIONS

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### C 1. Film, Audio / Visual and Product Demonstration

Audio visual equipment may be provided by the exhibitor or hired from the official AV supplier using **Form 10**. All audio visual equipment should be kept to a maximum level of 75dB, unless otherwise stated by the Organizer. Sound levels will be measured using a nosimeter at each booth. When in operation, audio visual equipment must not disturb visitors or other exhibitors with excessive sound / noise. The Organizer reserves the rights to request a copy of the film which would be played in the booth in advance for examination, or discontinue any audio visual presentation which has either exceeded the maximum allowable volume, or been considered inappropriate.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other exhibitors.

Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizers, who reserve the rights to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizers.

### C 2. General Cleaning

The Organizers will provide general cleaning of the exhibition public area and premises and stands (excluding Raw Space exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

### C 3. Removal of Waste

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, contractor must remove from the site all the materials from their client's booth. Should they not do so, the deposit paid will be used to pay for removal by the official cleaning contractor.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. **The Organizers reserve the rights to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.**

### C 4. Industrial Gas Demonstration and Fire Precaution

Exhibitors who, because of the nature of their exhibits, require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizers. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak. The official stand contractor may require on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall at all times.

## C) RULES AND REGULATIONS

### C 5. Insurance and Liabilities

General insurance will be covered and handled by the Organizers. However, it is the responsibility of each exhibitor to arrange insurance coverage for their own exhibits during the exhibition.

All exhibitors must arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take up public liability and comprehensive protection. They should also provide an insurance coverage for their own staff against injury.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizers maintain security surveillance at all times, exhibitors are reminded that goods / exhibits will, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please contact the Organizers. Please note that you are not allowed to hire staff or personnel from other security agency.

The Organizers reserves the rights for cancellation, partial opening or postponement of the exhibition.

### C 6. General Security

Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges. Exhibitor badges and temporary passes are available from the registration counter office on-site.

For security and safety reasons, movement of exhibits in and out of the exhibition area during show opening hours is not permitted.

### C 7. Booth Operation

No business activity shall be conducted by the exhibitor and his co-participant outside their booth boundaries such as, distribution of promotional material, placing of banners, signages etc, outside/above their designated booth area. Please refer to Figure 1.3 for an example.



Figure 1.3

## C) RULES AND REGULATIONS

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Activities which will inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of animation and sound equipment. Stage shows are also not permitted.

Without special permission from Organizers, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizers for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 1700hrs on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizers, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic. Any items left outside of the booth will be cleared away by the venue/Organizers. Placing of cupboards/tables onto gangway is strictly prohibited as it will obstruct fire escape routes.

Exhibitors and Contractors must clear items not for display purpose (e.g. containers, packing items) the day before the show period according to the schedule. The Exhibitors will have to pay the Organizers for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

### **C 8. Use of Dangerous Materials**

#### **Hazardous Materials**

- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

#### **Pressure Tanks**

- The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standard and regulations

#### **Water and Drains**

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

### **C 9. Instructions for Product Demonstration**

If product demonstration & introduction of machines/exhibits are needed on-site, exhibitors must abide the following instructions strictly:

## C) RULES AND REGULATIONS

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- a) Exhibitors are required to submit detailed description of product demonstrations in writing, including operational parts, flammable materials, laser, any dangerous articles etc. in order to get approval from the Organizers prior to the opening of the event.
- b) Exhibitors are required to ensure all working machines are equipped with protecting devices, and such devices can only be removed when the power is shut down.
- c) Exhibitors are required to ensure all working machines are operated by professionals. Any working machine without professional control is strictly prohibited.
- d) All machines must be installed safely. They must be fixed to a safe position to avoid possible sliding. The position of the exhibits must not pose any threat to the safety of visitors, staff or other people nearby.
- e) All machines must be equipped with separate start-up facilities, and must not be operated by visitors or any other non-professionals without permission.
- f) To avoid emitting poisonous & waste gas or other irritations in the exhibition halls, any product demonstration that may result in the above situation must seek approval from the relevant supervisory department.
- g) Any display involving gas cylinders, open fire flames or welding are not allowed in the hall.

### C 10. Sales of Exhibits & Storage

- a) Retail of exhibits at the fair is not allowed at all times.
- b) No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue. Exhibitors should make prior arrangement with their freight forwarders or the official freight forwarder for storage of their properties and packing cases.

### C 11. Failure to Exhibit

Any organization which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizers, shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizers.

### C 12. Groups and National Pavilions

Organizers of group and national pavilions are responsible for ensuring that all exhibitors and or / co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

### C 13. Intellectual Property Rights

Koelnmesse GmbH (hereinafter referred to as "Koelnmesse"), as a professional organizer for international exhibition, respects and expects our exhibitors to respect the lawful rights of the owners of intellectual property rights (hereinafter referred to as "IPR"). For the purpose of protecting the lawful rights of the owners of intellectual property rights and facilitating the handling of intellectual property infringement complaints (hereinafter referred to as "Complaint") at the exhibition held by Koelnmesse, Koelnmesse hereby sets out the intellectual property protection rules ("Rules") to be complied with at the exhibition as follows according to the relevant PRC laws and regulations.

In these Rules the following expressions shall have the following meaning respectively:

**"Exhibition"** shall mean **interzum guangzhou 2012**

**"Exhibition Items"** shall mean any goods or products, exhibition boards and relevant promotion materials to be exhibited, used, distributed, sold or provided at or in relation to the Exhibition.

**"Relevant Activities"** shall mean the display, promotion, advertising, reproduction, publication, distribution, circulation, use, offer to sell, sale and provision of the Exhibition Items, either individually or collectively.



## C) RULES AND REGULATIONS

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**"Complaint Office"** shall mean the office designated in the exhibition venue and composed of staffs of Koelnmesse, the competent administration authorities of the Exhibition and the local intellectual property authorities (hereinafter referred to as "Local IP authorities").

1. Exhibitor's representation and warranty
  - a) The exhibitor who participate in the Exhibition (hereinafter referred to as "Exhibitor") represents and warrants that its Exhibition Items and activities during the Exhibition do not and shall not:
    - (1) Infringe any intellectual property right or any other right of a third party including but not limited to any other exhibitors at the Exhibition; or
    - (2) Violate any Law.
  - b) The Exhibitor shall undertake to indemnify and hold Koelnmesse and other exhibitors harmless against all claims of third parties in connection with the improper use of the IPR of the Exhibition Items displayed and Relevant Activities performed by the Exhibitor which are not in accordance with the stipulations of this Rules or the Law.
  - c) The Exhibitor agrees that Koelnmesse shall not be responsible or liable for any actual or alleged infringement of any of its intellectual property rights arising from or in connection with Exhibition Items of any other exhibitor at the Exhibition. In addition, the Exhibitor agrees that Koelnmesse shall not be responsible or liable for any and all liabilities arising from or in connection with any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of Koelnmesse pursuant to, or in relation to, the Complaint and/or this Rules.
2. Procedures for handling Infringement Complaints
  - a) In the case that an Exhibitor receives a Complaint

In the event you receive an Infringement Complaint, please refer the complainant directly to Koelnmesse and/or the Complaint Office, at the designated office located in the exhibition venue.

Koelnmesse and/or the Complaint Office shall then handle the Complaint in accordance with the procedure set out in item 2 lit d) below.
  - b) If an IPR owner has a Complaint against any Exhibitor(s), it may contact Koelnmesse and/or the Complaint Office at the designated office located in the exhibition venue or contact the competent local IP administrative authorities directly.
  - c) When lodging a complaint, the complainant shall provide the following materials:
    - (1) Valid Certificate of the IPR in disputes:
      - (a) In case of patents, this shall be the patent registration certificate, the patent publication documents, the identification certification of the patent right owner, the legal status certification of the patent.
      - (b) In case of trademarks, this shall be the trademark registration certification affixed with the seal of the complainant and the identification certification of the trademark right owner.
      - (c) In case of copyrights, this shall be the certification of the copyright and the identification of the copyright owner.

## C) RULES AND REGULATIONS

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- (d) In case of any other types of IPR, we shall have the right to determine what shall constitute appropriate evidence of ownership.
    - (e) In case that the registrant in an IPR registration certificate is different from the complainant, the complainant shall provide supporting documents proving that the ownership of the IPR has been assigned to the Complainant or the Complainant has been appointed by the IPR owner to handle the Complaint.
  - (2) Basic information of the complainant, such as name, address, contact person of the complainant and the products or photos of the products which are claimed to be infringed if possible, etc.;
  - (3) Basic information of the suspected infringement and infringers, such as the name of the suspected infringer, exhibition counter of the Exhibition Items in question, photos, samples, brochures etc. of the Exhibition Items in question, etc.;
  - (4) Reasons and evidence of the suspected infringement, e.g. the copy of the suspected Items;
  - (5) Power of Attorney in the event that the complaint was filed by any one who is entrusted by the owner of the IPR.
- d) Upon receiving an Infringement Complaint, Koelnmesse and/or the Complaint Office may require the complainant to provide us with the relevant identity certificate and complete a complaint form. Koelnmesse and/or the Complaint Office will then check completeness of the complaint materials and act as follows:
- (1) If the complaint materials are complete, Koelnmesse and/or the Complaint Office will inform the Exhibitor in question and forward the complaint to the relevant local IP administrative authorities within 24 hours after we have received the complaint.

The Exhibitor in question will be required to provide Koelnmesse and/or the Complaint Office with either one of the following:

- (a) A written undertaking declaring that it has already removed or intends to remove the Exhibition Items in question, has stopped or intends to stop Relevant Activities and that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. The exact date when the Exhibition Items in questions are removed or will be removed and when the Relevant Activities are stopped or will be stopped shall be clearly stated in such written undertaking.

In this case, Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

- (b) A written declaration together with supporting documents claiming that the Complaint is unjustified and Koelnmesse and/or the Complaint Office will, at our own discretion, review the declaration.

If Koelnmesse and/or the Complaint Office believe the declaration is not satisfactory and sufficient to prove that the Complaint is unjustified, the Exhibitor in question will be required to remove the Exhibition Items in question and stop Relevant Activities immediately. Koelnmesse and/or the Complaint Office will further require the Exhibitor in question to sign a written undertaking stating that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

## C) RULES AND REGULATIONS

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- (2) If the complaint materials are not complete, Koelnmesse and/or the Complaint Office will require the complainant to provide us with the supplementary materials and the complaint will not be accepted if the supplementary materials are not provided.
- (3) In case of repeated Complaints, if the repeated Complaint is against the same Exhibition Items of a previous exhibition organized by Koelnmesse Ltd., Koelnmesse and/or the Complaint Office reserve the right to reject the Complaint if it was rejected under reasonable grounds and the repeated Complaint does not provide supplementary document to support its statement.

### e) Timetable

Due to the time limit of the Exhibition, the following schedule shall be complied with in order to facilitate the timely handling of any Complaint and Koelnmesse and/or the Complaint Office reserve the rights to adjust the schedule when necessary.

- (1) Any Complaint shall be provided to Koelnmesse and/or the Complaint Office one day before the Exhibition is closed;
- (2) Koelnmesse and/or the Complaint Office will have at least half a day during the term of the Exhibition to review the completeness of the complaint materials of any Complaint and to require and receive supplementary materials from a complainant;
- (3) The Exhibitor in question will have at least half a day during the term of the Exhibition to provide the undertaking and declaration mentioned in the above item 2 lit d) (1);
- (4) Koelnmesse and/or the Complaint Office will inform the complainant of the response from the Exhibitor in question and the status or outcome of the Complaint either before or after the end of the Exhibition.

Koelnmesse, as the organizer of the Exhibition, reserves the right to reject, or to suspend or stop the handling of any Complaint, if the above schedules are not complied with or if Koelnmesse, at its own discretion, is of the opinion that there is insufficient time for us to complete the handling of the Complaint. In such case, Koelnmesse shall not be liable or responsible for such rejection, suspension or stop.

### 3. Cooperation of Exhibitors

- a) During the Exhibition, for the purpose of investigating the Complaint, Koelnmesse and/or the Complaint Office shall have the right to take samples or photos of the Exhibition Items in question.
- b) Both the complainant and the Exhibitor in question shall cooperate and assist Koelnmesse and/or the Complaint Office and relevant local IP authorities for the purpose of investigation of any Complaint.
- c) Upon request by Koelnmesse and/or the Complaint Office both before and during the Exhibition, the Exhibitor shall provide us with the documentations and evidence which can prove the proper use of the IPR of the Exhibition Items or can be used to against any actual or potential Complaint.

### 4. Non Compliance by Exhibitors

In case that the Exhibitors of the Exhibition Items of any alleged infringements refuse to cooperate, assist or provide any necessary information upon request or refuse to comply with the above item 3 lit c), Koelnmesse and/or the Complaint Office shall have the right to:

## C) RULES AND REGULATIONS

- a) Refuse to allow Relevant Activities of the Exhibition Items in question or remove the Exhibition Items in question and take appropriate measures to prevent the commencement or continuance of all Relevant Activities;
- b) Suspend or even terminate the right of the Exhibitor to participate in the current exhibition without refunding any payment that has already been made by such Exhibitor;
- c) Prohibit the Exhibitor concerned from participating in future exhibitions organized by us or our affiliates.

### C 14. Unforeseen Occurrences

In the event of any unforeseen occurrences or not stated, the decision of the Organizers shall be final.

### \* IMPORTANT TO NOTE \*

#### C 15. Security

- a) The Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours.
- b) All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair. Exhibitors are obligated to the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, exhibitors may hire a security guard for the show hours. Please contact the Organizers for more information.
- c) For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted.
- d) All valuable and portable exhibits should be properly locked at all times.
- e) **Free laptop lock rental is available at the entrance of each hall on payment of a refundable deposit(RMB100). Please remember to lock your laptop to your table or chair and always keep the laptop within eyesight.**
- f) Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 2400 hrs on the final day of the fair.
- g) If suspects are found, please contact the Organizers or the security guard in the exhibition hall immediately.

# Order Form Checklist

**Mr. Wilson Wang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza  
 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China  
**w.wang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*17**  
**Fax: +86 20 8755 2970**



**Please complete and return the forms for your required services to the Organizer before the deadline.**

Form No.	Content	Compulsory	Deadline
* 8.	Raw Space Exhibitors	Raw Space	3 Feb 2012
* 9.	Service Location Plan	All Exhibitors	2 Mar 2012
* 11.	Electricity & Equipment	Raw Space	2 Mar 2012
2.	Business Matching		12 Jan 2012
1.	Catalogue Ads (Additional)		18 Jan 2012
4.	Conference and Seminar		3 Feb 2012
18.	Invitation Letter for Visa		3 Feb 2012
5.	Outdoor Advertising		10 Feb 2012
3.	Exhibitor Nominated Buyer		17 Feb 2012
6.	Additional Exhibitor Badges		17 Feb 2012
13.	Heavy & Large Exhibits		17 Feb 2012
15.	Exhibition Staff		17 Feb 2012
19.	Hotel Reservation		13 Mar 2012
7.	Fascia Lettering		2 Mar 2012
10.	Furniture & AV Equipment		2 Mar 2012
12.	Water & Compressed Air		2 Mar 2012
14.	Telephone, Internet & Fax		2 Mar 2012
16 & 17.	Freight Forwarding		Pls. refer to form

## Notes:

- "\*" indicates mandatory forms for exhibitors
- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines
- For forms submitted after the deadlines, the service requested will not be guaranteed and will be subjected to a late fee surcharge
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate.

# 1 Catalogue Ads (additional)

To be returned by: **18 January 2012**

Please complete and return to  
**Mr. Wilson Wang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311, Metro Plaza  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China  
**w.wang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*17**

**Fax: +86 20 8755 2970**



## 1.1 Catalogue Advertisements and Company Logo

Our basic Catalogue Entry includes Alphabetical Listing with address, product and company description; as well as Listing by Country, Stand Number and Product Category. This service is **free-of-charge** and will be in accordance to the information provided in your Catalogue Entry Form of the application document. For additional entries of company logo or advertisements, please refer to the following information.

### Company Logo / Trademark (black&white)



We would like to include our trademark/company logo above our entry in the **Alphabetical List of Exhibitors:**

(Please ignore this item if you have applied for this service on the booth application form)

**Entry fee:** €50.

Please send the logo (ai or eps format) to [w.wang@koelnmesse.cn](mailto:w.wang@koelnmesse.cn)

## 1.2 Catalogue Advertisements

<b>Back Cover</b> 143 mm wide x 208 mm high + 3mm on each side for trimming	<b>€ 2,750</b>	<input type="checkbox"/>
<b>Inside Front Cover</b> 143 mm wide x 208 mm high + 3mm on each side for trimming	<b>€ 1,880</b>	<input type="checkbox"/>
<b>Inside Back Cover</b> 143 mm wide x 208 mm high + 3mm on each side for trimming	<b>€ 1,630</b>	<input type="checkbox"/>
<b>Inside Full Page</b> 143 mm wide x 208 mm high + 3mm on each side for trimming	<b>€ 1,130</b>	<input type="checkbox"/>
<b>Business Logo listed on Top Brand Pages</b> 17 mm wide x 17 mm high	<b>€ 190</b>	<input type="checkbox"/>

### Notes:

- All advertisements are subject to availability and will be processed on first-come-first-serve basis
- The above rates include film casting but exclude design and production of ads
- Ready-to-print films can be submitted to the Organizer by **3 February 2012**

**Please send the film directly to**

**Mr. Wilson Wang**

**Koelnmesse Co., Ltd. Guangzhou Branch**

**Room 3311, Metro Plaza, 183 Tianhe Road(North), Tianhe District, Guangzhou, 510620 P.R. China**

**Tel : +86 20 8755 2468 ext. 17**

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

## 2 Business Matching

To be returned by: **13 January 2012**

Please complete and return to  
**Mr. Mattis Liang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311, Metro Plaza  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China  
**m.liang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*15**

**Fax: +86 20 8755 2970**



### 2.1 Internet Entry and Business Matching (free-of-charge)

As an exhibitor of **interzum guangzhou 2012**, you will be featured in our Virtual Exhibition at [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com). Your virtual booth enables your potential customers to learn about your company and your latest products even beyond the exhibition period.

This service provides extra value for both exhibitors as well as visitors at **interzum guangzhou 2012**. It is fast, effective and hassle-free as we will upload the company and product details provided in your application form onto our website. To enhance this service, please provide one product photo with the specifications indicated below and email to [m.liang@koelnmesse.cn](mailto:m.liang@koelnmesse.cn)

Photo Size : 400 x 400 pixels  
Resolution : 100 dpi  
Format : jpg / pdf (compressed)  
File Size : Not more than 500k

This enables visitor at the Virtual Exhibition to identify your company from the list of exhibitors and your potential buyer will be able to schedule appointments with you at a click of their mouse.

#### **Product / Company Descriptions (maximum 50 characters)**

(Please ignore this item if you have submitted the Form 3 on booth application form with company profile.)

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*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....



# 3 Exhibitor Nominated Buyer

To be returned by: **17 February 2012**

Please complete and return to  
**Mr. Mattis Liang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311, Metro Plaza  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China  
**m.liang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*15**

**Fax: +86 20 8755 2970**



## 3.1 Exhibitor Nominated Buyer ( free-of-charge)

The Organizer offers you an opportunity to nominate your most important buyers to receive an Exhibitor Nominated Buyer Status\* to visit **interzum guangzhou 2012**.

Simply:

- I. Pick out a list of important buyers from your database whom you would like us to invite
- II. Download the Exhibitor Nominated Buyer Form from the event's official website [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com). *Handwritten form or faxed form will not be accepted.*
- III. Rename the completed form as "interzum guangzhou 2012 + company name + booth number" and email to m.liang@koelnmesse.cn.

\* The Organizer reserves the rights to approve the final status of invited buyers. Upon approval, your invited buyers will receive instructions from us on how to pre-register online. A confirmation letter will be sent to those who have successfully completed the pre-registration and can be used to exchange for free visitor badge on site.

\* Should the **selected** nominated buyers require Letter of Invitation for Visa Application, please complete **Form 17**.

### Sample:

Contact Name	Title
Company Name	
Street	
Postal code	Country
Telephone	Fax
Email	Website

**SAMPLE**

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 4 Conference and Seminar

To be returned by: **3 February 2012**

Please complete and return to  
Ms. Monika Yu

Koelnmesse Co., Ltd.

Unit 1018 Landmark Tower 2

No.8 Dongsanhuan N. Rd.,

Beijing 100004 China

m.yu@koelnmesse.cn

Tel: +86 10 6590 7766\*716

Fax: +86 10 6590 6139



## 4.1 Conference Room Rental

To obtain more opportunities to promote the brand image and products of your company, the seminar and conference during interzum guangzhou 2012 will provide you the best platform. Hurry up to apply for a section during the seminar.

**Date to be selected:** On 27-29 March 2012

**Sections to be selected:** 1) 10:00-11:30 2) 14:30-16:00

### Price overview of conference rooms in Area B, Pazhou Complex

Venue	Price (EUR/Section)	Capacities in Theatre Arrangement	Actual Shape of Room	Equipments
Conference Room 4	440	93 persons (Platform: 5 persons)	Class-room	Projector, Screen, Water, Paper and Pencil
Conference Room 5	440			
Conference Room 6	440			

### Price overview of conference rooms in Area C, Pazhou Complex

Venue	Price (EUR/Section)	Capacities in Theatre Arrangement	Actual Shape of Room	Equipments
Conference Room 1	260	14 persons	Round Table	Projector, Screen, Water, Paper and Pencil
Conference Room 2	260	33 persons		
Conference Room 4	440	68 persons (Platform: 4 persons)	Class-room	

**Please reserve the following sections for us:**

The First Choice: Date/Section \_\_\_\_\_

The Second Choice: Date/Section \_\_\_\_\_

The Third Choice: Date/Section \_\_\_\_\_

### Attentions:

- Each section is one and a half hours. The room can be open 30 minutes before the conference and should be cleaned up 10 minutes after the conference.
- It's not allowed to eat inside the conference room, so food and drinks can not be brought into it (except for water).
- Please complete this reply form and fax to us at your early convenience in order to ensure your reservation.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 4 Conference and Seminar

To be returned by: **3 February 2012**

Please complete and return to

**Ms. Monika Yu**

**Koelnmesse Co., Ltd.**

Unit 1018 Landmark Tower 2

No.8 Dongsanhuan N. Rd.,

Beijing 100004 China

**m.yu@koelnmesse.cn**

**Tel: +86 10 6590 7766\*716**

**Fax: +86 10 6590 6139**



## 4.2 Topic

Please fill in all information and complete in Chinese and/or English (in BLOCK letter). The organizer will provide you the advertising services in the conference-related materials by using this information.

Speaker \_\_\_\_\_ Title \_\_\_\_\_

Company/Country \_\_\_\_\_

Topic \_\_\_\_\_

Short speaking summary(Max. 40 words)

### **\*\*Important Notes\*\***

1. Your application for the conference room will only be valid after your topic is approved by the organizer;
2. The organizer will send you the approval result in 5 days after you submit the reply form;
3. Upon approving your application is valid, the organizer will send you Conference Room Reservation Confirmation(Appendix-1) and Payment Notice(Appendix-2);
4. Kindly pay the amount and forward the payment voucher to us in one week upon receiving the Conference Room Reservation Confirmation and the Payment Notice; if the voucher is not well received in one week, the reservation for the conference room will be canceled except for additional conditions;
5. Considering the limited conference rooms and sections to be selected, we suggest that you submit your reply form at your early convenience so that we could arrange the most appropriate section and the conference room for you. The organizer reserve the rights to adjust the final schedule;
6. For the exhibitors, the organizer will only provide the basic advertising services(on-line advertising and conference materials publicizing) and the audience inviting will not be included in our services.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 4 Conference and Seminar

To be returned by: **3 February 2012**

Please complete and return to  
Ms. Monika Yu

Koelnmesse Co., Ltd.

Unit 1018 Landmark Tower 2

No.8 Dongsanhuan N. Rd.,

Beijing 100004 China

m.yu@koelnmesse.cn

Tel: +86 10 6590 7766\*716

Fax: +86 10 6590 6139



## 4.3 Conference Rooms Location



Order form only valid with complete company details

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 5 Outdoor Advertising

To be returned by: **10 February 2012**

Please complete and return to  
**Mr. Wilson Wang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza,  
 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China  
**w.wang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*17**  
**Fax: +86 20 8755 2970**



## 5.1 Outdoor Advertisements

Enhance your presence at **interzum guangzhou 2012** and increase visitor traffic flow to your booth by taking advantage of these excellent on-site advertising opportunities!

Item No.	Description	Location & Quantity	Dimensions (M)	Unit Price €	Qty	Cost €
1.	Triangle Tower ( Each Tower has 3 single sides )	Area C: 6 Towers	11.24M(H)*4.24M(W)	5,000.00		
		East of Area B : 5 Towers	8.24M(H)*4.24M(W)	5,000.00		
2.	Outdoor Banner with Truss Frame	East Platform of Area B: 6	3.00M(H)*6.00M (W)	1,730.00		
		Middle Platform: 8	3.00M(H)*6.00M (W)	2,750.00		
3.	Ads on the wall of Walking Path of 2nd floor of Area C	4 single side	4.84M(H)*7.86M(W)	1,500.00		
4	Ads outside the wall of elevator in North Square of Area C	6 pieces (Single side, near hall 15.1&16.1)	12M(H)*10M(W)	5,000.00		
5	Lamp-case at Walking Path from Area B to Area C	6 single sides	3.2M(H)* 8.30M(W)	3630.00		
<b>Total Cost €</b>						

Please note the following:

- If you require for further details, please contact Mr. Wilson Wang.
- All advertisements are subject to availability and will be processed on first-come-first-serve basis
- All prices are **inclusive** of production costs and hanging fees, **exclusive** design fee.
- The exhibitor must submit ads manuscript in TIFF or files edited by Photoshop or CorelDRAW
- Ads manuscript must be submitted to the Organizer by **16 February 2012** to

**Mr. Wilson Wang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza, 183 Tianhe Road(North), Tianhe District, Guangzhou  
 Post Code 510620 P.R. China  
 Tel : +86 20 8755 2468 ext. 17

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 6 Additional Exhibitor Badges

To be returned by: **17 February 2012**

Please complete and return to

**Mr. Mattis Liang**

**Koelnmesse Co., Ltd. Guangzhou Branch**

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China

**m.liang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*15**

**Fax: +86 20 8755 2970**



## 6.1 Additional Exhibitor Badges

Exhibitor badges can be collected at the Exhibitor Check-in Counter in front of the exhibition hall during built-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer. The Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	23 March 2012	0900 – 1630 hrs
For raw space exhibitors	24 March 2012	0900 – 1630 hrs
Exhibitor Check-in Date & Time	25 March 2012	0900 – 1630 hrs
For all exhibitors	26 March 2012	0900 – 1800 hrs

During build-up and the exhibition period, everyone is required to wear a relevant badge. No exhibitors or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

They are entitled as below:

Size of booth	Quantity of badges
Up to 12 sqm	3
13 – 24 sqm	6
25 – 36 sqm	9
37 – 48 sqm	12
49 – 72 sqm	15
73 – 120 sqm	18
120 – 200 sqm	25
More than 200 sqm	30

**Additional badges may be obtained at a cost of € 12.00 each. Please fill in the form below if additional passes are required (up to max 20).**

(Please ignore this form if you do not need additional badges.)

We would like to have a total number of \_\_\_\_\_ **additional** Exhibitor Badges.

**\* Only Company names and booth no. will be printed on the exhibitors' badge.**

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

**interzum**  
guangzhou

w.wang@koelnmesse.cn

[illegible][illegible]

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# 8 Raw Space Exhibitors

To be returned by: **3 February 2012**

**Please complete and return to Stand Contractor for International Halls:**

9.1/11.1/14.1 Ms. Jun Deng ; 15.1 Mr. Daniel Chen  
**Guangzhou Pico IES Exhibition Services Co., Ltd.**  
 1803-04 Poly World Trade Center, No. 1000,  
 Xingang Road East, Haizhu District, Guangzhou,  
 (510335) P.R. China.  
 Tel: +86 20 8908 9134 / 8908 9124  
 Fax: +86 20 8908 9811  
 jun.deng@cn.pico.com/daniel.chen@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza, 183 Tianhe  
 Road(North) Guangzhou  
 (510620) P.R.China  
 Tel: +86 20 8755 2468\*17  
 w.wang@koelnmesse.cn



## 8.1 Raw Space Exhibitors

Exhibitors having Special Design booths are advised to use the service of the International Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

If the exhibitor construct a booth by himself or his own contractor, he is requested to abide by the following regulations & to return **Form 8 and Form 11** to the International Stand Contractor +86 20 8908 9811 in due time.

- The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.
- Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor.
- Roof covering is not recommend, if it is necessary for install, a fire extinguisher for each 20 square meter is require to be equipped. The maximum permitted for single story stand construction height is **4.5m**, for double storey stand is **6m**, double storey stand design **is not accepted in Area C**, and subjected to final approval by the Organizer.
- All material (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.
- The use of naked flame is strictly prohibited. If the exhibitor or his contractor wishes to use electrical welding or gas welding, he is must apply for permission from the Guangzhou Fire Safety Bureau through the International Stand Contractor.
- All electrical works must be approved by and carried out under the supervision of the International Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.
- Detailed booth construction plans should be submitted to the Stand Contractor for International Halls before **3 February 2012**.
- The Organizer(s) and the Stand Contractor for International Halls reserve the right to reject the construction plan or require the exhibitor or his own contractor to make modifications.
- All construction materials and exhibits must be moved out of the fairground and disposed of properly by **1700 hrs on 31 March 2012**.
- Production of the booth should not be carried out without the final document permission. If not, contractor or exhibitor shall be responsible for all loses if booth structure is required to modify during move-in.
- After receiving the approval of the booth construction, contractor shall before **28 February 2012** prepare the design drawings in duplicate with company stamp and courier to the Stand Contractor for International Halls of the following address: **1803-04 Poly World Trade Center, No. 1000, Xingang Road East, Haizhu District, Guangzhou, 510335 P.R. China.**
- The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 8 Raw Space Exhibitors



To be returned by: **3 February 2012**

**Please complete and return to Stand Contractor for International Halls:**

9.1/11.1/14.1 Ms. Jun Deng ; 15.1 Mr. Daniel Chen  
**Guangzhou Pico IES Exhibition Services Co., Ltd.**  
 1803-04 Poly World Trade Center, No. 1000,  
 Xingang Road East, Haizhu District, Guangzhou,  
 (510335) P.R. China.  
 Tel: +86 20 8908 9134 / 8908 9124  
 Fax: +86 20 8908 9811  
 jun.deng@cn.pico.com/daniel.chen@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza, 183 Tianhe  
 Road(North) Guangzhou  
 (510620) P.R.China  
 Tel: +86 20 8755 2468\*17  
 w.wang@koelnmesse.cn

- m) Only none-leftover, single-faced or dual-faced cloth adhesive shall be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone flooring or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this stipulation.

## 8.2 Independent Contractor

Exhibitors have to indicate the address and contact person of their stand fitting contractor.

Stand Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

## 8.3 Submitting of Forms

The contractor has to submit all plans in duplicate until **3 February 2012** for approval by the architect of the Stand Contractor for International Halls. This includes **detailed drawings of Layout, Elevation, Perspective, Electricity layout plan, Electrical distribution plan, Material description and copy of Chinese Electrician certificate.** Please indicate booth number and company name while sending email. Attachment size shall not large than 3M. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities. Please send the drawing (in jpeg or pdf) to **jun.deng@cn.pico.com** and copy to the Organizer **w.wang@koelnmesse.cn**.

## 8.4 Electricity & Water Main Connection

The contractor has to order all necessary electricity, water supply, compressed air, etc with the Stand Contractor for International Halls: **Guangzhou Pico IES Exhibition Services Co., Ltd.**

According to the rules & regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. **Exhibitor or contractor is requirement to bring along their own electrical box for the connection of the electrical box provided by exhibition hall. Direct connection to the electrical box of exhibition hall is strictly prohibited.** Furthermore, it is stated that all power sockets are for exhibits / machines use only while connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supplied is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 8 Raw Space Exhibitors



To be returned by: **3 February 2012**

**Please complete and return to Stand Contractor for International Halls:**

9.1/11.1/14.1 Ms. Jun Deng ; 15.1 Mr. Daniel Chen  
**Guangzhou Pico IES Exhibition Services Co., Ltd.**  
 1803-04 Poly World Trade Center, No. 1000,  
 Xingang Road East, Haizhu District, Guangzhou,  
 (510335) P.R. China.  
 Tel: +86 20 8908 9134 / 8908 9124  
 Fax: +86 20 8908 9811  
 jun.deng@cn.pico.com/daniel.chen@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza, 183 Tianhe  
 Road(North) Guangzhou  
 (510620) P.R.China  
 Tel: +86 20 8755 2468\*17  
 w.wang@koelnmesse.cn

## 8.5 Hall Clearance Deposit, Hall Management Fee & Contractor Badges

Raw Space contractors are required to place with the Organizer a refundable Hall Clearance Deposit in an amount calculated at a rate

Booth area (per square metre)	Deposit Amount (RMB)
500m <sup>2</sup> and below (includes 200m <sup>2</sup> )	20,000
501m <sup>2</sup> and more	50,000

Additional item: special deposit RMB 30,000 for double storey booth, special deposit RMB 10,000 for water installation on the booth.

Hall Management Fee: **RMB 20/sqm**, and this fee is **not** refund after show.

### A. For Chinese domestic contractor

The Hall Clearance Deposit and Hall Management fee have to be remitted by **T/T** to Stand Contractor for International Halls-Pico's account before 10 March 2012.

- A/C Name: GuangZhou Pico IES Exhibition Services Co.,LTD.
- A/C No: 7443 8001 8240 0002 213 (RMB)
- Name of Bank: China CITIC Bank-GuangZhou Branch
- Address of Bank: GuangZhou Tian He Bei Road,No.233,China CITIC Bank,GuangZhou Branch
- Swift Code : CIBK CNBJ510

### B. For Overseas contractor or overseas in-house decoration exhibitor

Please pay Hall Clearance Deposit to the Stand Contractor for International Halls PICO on-site before move-in. Should the construction obey the rules and regulation made by organizer and exhibition hall, the back wall is covered according to the request, all walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both, no damage to exhibition hall occurred during construction or dismantling, no damage or loss of the rental electrical box and electrical cable, no waste left inside or around exhibition hall,

For (A), Chinese domestic contractor, the deposit will be remitted back to contractor within **60 days** after the show closed.

For (B), overseas contractor or overseas in-house decoration exhibitor, the deposit will be returned to contractor or exhibitor in cash on-site.

### Contractor Badges

Upon receipt of the Hall Clearance Deposit, contractors can apply for the contractor badges.

Please fill Construction Registration Form on the next page and prepare all staff's ID copy before proceeding to the Exhibitor's registration counter to get the Contractor badges.

## 8.6 Rules and Regulations

The exhibitor and their appointed contractor agree to abide to all Rules and Regulations of the exhibition.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

## Contractor Registration Form

Contractor badges will only be issued when this form has been duly completed and submitted with the relevant identification documents of the contractor(s). Please ensure that you have a copy of your identification documents before proceeding to obtain your badges from the Exhibitors' Registration Counter.

The particulars of the supervisor/team leader and all team members must be listed accurately in the form provided below.

Exhibiting  
Company: \_\_\_\_\_

Booth No: \_\_\_\_\_

Construction  
Company: \_\_\_\_\_

Supervisor/  
Team Leader: \_\_\_\_\_

ID No: \_\_\_\_\_

Mobile number: \_\_\_\_\_

### Contractors List:

Name	Sex	Age	Name	Sex	Age
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	

In signing and returning this form, the raw space contractor agrees to abide by all rules and regulations as stated in the Exhibitor Manual and comply with all Move-In/Move-Out regulations specified by the Organizer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 9 Service Location Plan



To be returned by: **2 March 2012**

**Please complete and return to Stand Contractor for International Halls:**

9.1/11.1/14.1 Ms. Aiba He

15.1 Ms. Suiwei Cai

**Guangzhou Pico IES Exhibition Services Co., Ltd.**

1803-04 Poly World Trade Center, No. 1000, Xingang Road East, Haizhu District, Guangzhou, (510335) P.R.China.

Tel: +86 20 8908 9134 / 8908 9124

Fax: +86 20 8908 9811

aiba.he@cn.pico.com/suiwei.cai@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China

Tel: +86 20 8755 2468\*17

w.wang@koelnmesse.cn

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Stand Contractor for International Halls.

**Any relocation after installation will be at the expense of the Exhibitor.**

## 9.1 Service Location Plan

Please indicate the position of the connection(s) ordered:

		Back Wall							

\* Sidewall / Open  
\* delete accordingly

\* Sidewall / Open  
\* delete accordingly

Open Front

Electric Main Power



Universal socket / 3 pin



Store Room:



(please indicate folding door)

location)

Compressed Air:



Water:



Breaker:



Telephone:



Internet:



Fluorescent:



Spotlight / with arm:



Shelf :



(please indicate height)

**Remarks:** Please install shelves for \_\_\_\_\_sqm booth. Position is shown on the layout above.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 10 Furniture & AV Equipment



To be returned by: **2 March 2012**

Please complete and return to Stand Contractor for International Halls:

9.1/11.1/14.1 Ms. Aiba He

15.1 Ms. Suiwei Cai

**Guangzhou Pico IES Exhibition Services Co., Ltd.**

1803-04 Poly World Trade Center, No. 1000,  
Xingang Road East, Haizhu District, Guangzhou,  
(510335) P.R.China.

Tel: +86 20 8908 9134 / 8908 9124

Fax: +86 20 8908 9811

aiba.he@cn.pico.com/suiwei.cai@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza, 183

Tianhe Road(North)

Guangzhou

(510620) P.R.China

Tel: +86 20 8755 2468\*17

w.wang@koelnmesse.cn

## 10.1 Furniture

- Orders received from 3 to 21 March 2012 will be subjected to availability and a surcharge of 30%

- Orders received on and after 22 March 2012 and on-site will be subjected to a surcharge of 50%

No.	Description	Rental (EUR)	Qty	Amount (EUR)
A1	PF-01 Information Counter 1000(l) x 500 (w) x 780 (h) mm	13.00		
A2	PF-12 Square Table 700 (l) x 700 (w) x 750 (h) mm	13.00		
A3	MC-17 Round Table 740Dia x 750 (sh) mm	19.00		
A4	CC-05 Leather Arm Chair (black) 570 (w) x 440 (d) x 455 (sh)	7.00		
A5	EC-08 Folding Chair 460 (w) x 400 (d) x 455 (sh) mm	3.00		
A6	PF-03 Lockable Cupboard 1000 (l) x 500 (w) x 780 (h) mm	22.00		
A7	SS-01 Slope Shelf 1000 (l) x 300 (w) mm	4.00		
A8	FS-01 Flat Shelf 1000 (l) x 300 (w) mm	4.00		
A9	PF-04 Tall Glass Showcase 1030 (l) x 535 (w) x 2170 (h) mm	68.00		
A10	PF-02 Low Glass Showcase 1030 (l) x 535 (w) x 1000 (h) mm	32.00		
A11	ED-02 Folding door 950 (w) x 2000 (h) mm	13.00		
A12	ED-01 Aluminum door 950 (w) x 1910 (h) mm	22.00		
A13	Wall Panel 964 (w) x 2470 (h) mm	4.00		
A14	Carpet/sqm(New)	2.00		
A15	Refrigerator 90litre (not incl. power pt)	62.00		
A16	Bamboo Palm (1000Hmm)	7.00		
Total Costs EUR				

### Notes :

- The above items are subjected to availability
- For other items that are not listed above, a separate quotation will be provided upon request

Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....



# 10 Furniture & AV Equipment



To be returned by: **2 March 2012**

Please complete and return to Stand Contractor for International Halls:

9.1/11.1/14.1 Ms. Aiba He

15.1 Ms. Suiwei Cai

**Guangzhou Pico IES Exhibition Services Co., Ltd.**

1803-04 Poly World Trade Center, No. 1000,  
Xingang Road East, Haizhu District, Guangzhou,  
(510335) P.R.China.

Tel: +86 20 8908 9134 / 8908 9124

Fax: +86 20 8908 9811

aiba.he@cn.pico.com/suiwei.cai@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza, 183

Tianhe Road(North)

Guangzhou

(510620) P.R.China

Tel: +86 20 8755 2468\*17

w.wang@koelnmesse.cn

## 10.2 AV Equipment

- Orders received from 3 to 21 March 2012 will be subjected to availability and a surcharge of 30%

- Orders received on and after 22 March 2012 and on-site will be subjected to a surcharge of 50%

No.	Description	Rental (EUR)	Quantity	Amount (EUR)
C1	42" TV Monitor including DVD Player	250.00		
C2	120" Projector Screen	162.00		
C3	150" Projector Screen	212.00		
C4	180" Projector Screen	250.00		
C5	2500ANSI Lumen Projector	250.00		
C6	3500ANSI Lumen Projector	375.00		
C7	4500ANSI Lumen Projector	562.00		
C8	5500ANSI Lumen Projector	687.00		
C9	Tie Clip Wireless Microphone	100.00		
C10	Hand Held Microphone with wire	25.00		
C11	Hand Held Wireless Microphone	100.00		
C12	Amplifier (apply area 40sqm)	187.00		
C13	Amplifier (apply area 150sqm)	312.00		
C14	DVD Player	25.00		
Total Costs EUR				

### Notes :

- The above items are subjected to availability.
- For other items that are not listed above, a separate quotation will be provided upon request.

Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....



**PF-01** 咨询台

Information Counter  
1030W X 535D X 750H mm

**PF-03** 锁柜

Lockable Cupboard  
1030W X 535D X 750H mm

**PF-08** 矮展示柜

Low display cabinet  
535W X 535D X 500H mm

**PF-07** 高展示柜

Tall display cabinet  
535W X 535D X 750H mm

**PF-02** 矮玻璃展示柜

Low glass showcase  
1030W X 535D X 1000H mm

**PF-04** 高玻璃展示柜

Tall glass showcase  
1030W X 535D X 2470H mm

**PF-12** 方台

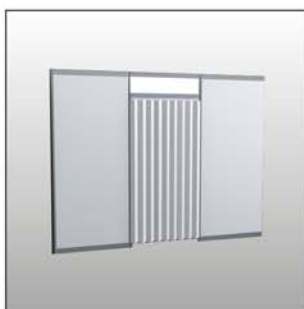
Square table  
680W X 680D X 760H mm

**PF-05** 洗手盆

Wash basin  
1030W X 535D X 1000H mm

**PF-13** 电视柜

TV-Video stand  
740W X 535D X 1000H mm

**ED-02** 折门

Plastic folding door  
950W X 2000H mm

**ED-01** 铝门

Aluminum door  
950W X 1910H mm

**ED-03** 木门

Panel wood door  
950W X 2000H mm

**SO-01** 展架

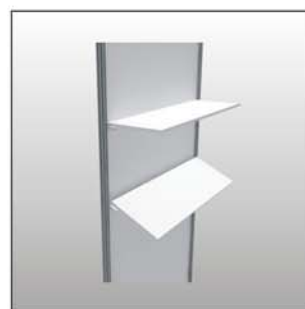
System display rack  
1030W X 535D X 2470H mm

**CH-02** 信箱

Brochure holder  
970W X 50D X 280H mm

**ES-09** 衣架

System clothes hanger  
950 mm

**FS-01** 平层板

Flat shelf  
**SS-01** 斜层板  
Sloped shelf  
990D X 300W mm



CT-01 白会议桌

Meeting table (White)  
1200W X 600D X 750H mm



CT-02 黑会议桌

Meeting table (Black)  
1200W X 600D X 750H mm



CT-03 围布台

Long table w/apron  
1800W X 600D X 750H mm



AC-21 单人玻璃茶几

Glass coffee table A  
600W X 600D X 450H mm



AC-22 双人玻璃茶几

Glass coffee table B  
1200W X 600D X 450H mm



GS-01 玻璃展示柜

Glass showcase A  
500W X 500D X 1800H mm



GS-02 玻璃展示柜

Glass showcase B  
1000W X 500D X 1800H mm



CT-08 有轮衣架

Wheel coat hanger  
820W X 350D X 1500H mm



CH-01 黑色资料架

Catalogue holder A  
260W X 250D X 1200H mm



CH-02 银色资料架

Catalogue holder B  
420W X 300D X 1400H mm



CH-02 有机片资料架

Catalogue holder C  
260W X 260D X 1220H mm



CT-09 挂衣柱

Coat hanger  
1710H mm



SF-01 方形沙发

Sofa A  
780W X 740D X 730H mm



SF-02 单人奥迪沙发

Sofa B  
810W X 850D X 750H mm



SF-03 三人奥迪沙发(黑)

Sofa three seater A  
1800W X 850D X 750H mm



SF-04 三人奥迪沙发(白)

Sofa three seater B  
1800W X 850D X 750H mm



**SL-006** 短臂射灯  
Spotlight  
100W



**SL-004** 长臂射灯  
Longarm Spotlight  
100W



**SK-001** 插座  
Power socket  
13A/220V (Max. 500W)



**SL-001** 日光灯  
Fluorescent tube  
40W (1200L mm)



**FC-002** 金卤灯  
HQI Floodlight  
150W



**SH-019** 长臂石英灯  
Long halogen light  
50W



**SH-018** 短臂石英灯  
Halogen light  
50W



**SR-205** 石英筒灯  
Halogen downlight  
50W (dia. 58mm)



**SH-22** 饰柜石英灯  
Showcase halogen light  
50W



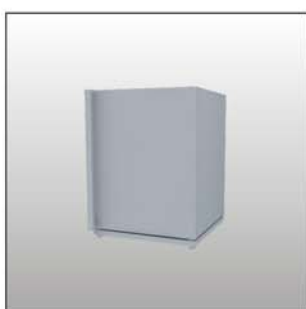
**SR-204** 筒灯  
Downlight  
100W (dia. 125mm)



**BC-01** 隔离带  
Barricade



**BP-01** 散尾葵  
Bamboo palm  
about 1000mm



**EE-01** 90升冰箱  
Fridge 90litre  
550W X 550D X 860H mm



**EE-02** 140升冰箱  
Fridge 140litre  
550W X 550D X 1350H mm



**AC-16** 立式饮水机  
Water dispenser  
300W X 300D X 800H mm



**EW-01** 垃圾桶  
Waste basket  
250W X 170D X 290H mm



**EC-08** 白折椅

Folding Chair (White)  
460W X 400D X 455SH mm



**EC-09** 黑折椅

Folding Chair (Black)  
460W X 400D X 455SH mm



**EC-10** 铝椅

Aluminium Chair (White)  
490W X 575D X 735H mm



**CC-05** 黑皮椅

Leather arm Chair (black)  
570W X 440D X 760H mm



**CE-05** 木椅 (木纹&黑色)

Chair (Wood&Black)  
440W X 520D X 750H mm



**RC-01** 会议椅

Conference Chair  
600W X 450D X 760H mm



**RC-02** 硬皮转椅

Leather swivel Chair  
600W X 560D X 980H mm



**UN-03** 黑S型吧椅

Bar stool B  
370W X 840H mm



**UN-04** 太空吧椅 (白&黑)

Bar stool C (White&Black)  
440W X 650D - 860H mm



**Un-05** 异形吧椅

Bar stool B (White)  
360W X 400D X 760-860H mm



**MC-17** 圆台 (白色&铝)

Round table  
(White&Aluminum)  
880Φ X 750H mm



**MC-18** 圆台 (黑色&木纹)

Round table (Black&wood)  
880Φ X 750H mm



**MC-19** 铝吧台

Bar table (Aluminum)  
600Φ X 1100H mm



**MC-20** 吧台 (黑色&木纹)

Bar table (Black&Wood)  
600Φ X 1100H mm



**MC-21** 太空黑吧台

Bar table (deluxe)  
600Φ X 970H mm



**MC-22** 圆茶几

Round coffee table  
600Φ X 450H mm



# 11 Electricity & Lighting



To be returned by: **2 March 2012**

Please complete and return to Stand Contractor for International Halls:

9.1/11.1/14.1 Ms. Aiba He

15.1 Ms. Suiwei Cai

**Guangzhou Pico IES Exhibition Services Co., Ltd.**

1803-04 Poly World Trade Center, No. 1000, Xingang Road East, Haizhu District, Guangzhou, (510335) P.R.China.

Tel: +86 20 8908 9134 / 8908 9124

Fax: +86 20 8908 9811

aiba.he@cn.pico.com/suiwei.cai@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China

Tel: +86 20 8755 2468\*17

w.wang@koelnmesse.cn

## 11.1 Electricity: Electrical Items

- Orders received from 3 to 21 March 2012 will be subjected to availability and a surcharge of 30%

- Orders received on and after 22 March 2012 and on-site will be subjected to a surcharge of 50%

Item B1-B3 are for Shell Scheme ONLY.

No.	Description	Rental (EUR)	Qty	Amount (EUR)
B1	100W Longarm Spotlight	11.00		
B2	40W Fluorescent Tube	11.00		
B3	13A / 220V Single Phase Socket (max 500W, NOT for lighting connection)	13.00		
Total Cost EUR				

For Lighting Use Only (Raw Space Exhibitors are compulsory)

No.	Description	Rental (EUR)	Qty	Amount (EUR)
B4	6A/220V (<1.3KW) Single Phase Main Power	48.00		
B5	10A/220V (<2.2KW) Single Phase Main Power	62.00		
B6	16A/220V (<3KW) Single Phase Main Power	84.00		
Total Cost EUR				

Remarks: A deposit of EUR50.00 for each electrical box is required.

For Machine Use Only

No.	Description	Rental (EUR)	Qty	Amount (EUR)
B7	16A/380V (<8KW) Three Phase Main Power	145.00		
B8	25A/380V (<13KW) Three Phase Main Power	214.00		
B9	32A/380V (<16KW) Three Phase Main Power	248.00		
B10	50A/380V (<25KW) Three Phase Main Power	392.00		
B11	63A/380V (<32KW) Three Phase Main Power	467.00		
B12	100A/380V (<50KW) Three Phase Main Power	756.00		
B13	150A/380V (<75KW) Three Phase Main Power	1,168.00		
B14	200A/380V (<100KW) Three Phase Main Power	1,512.00		
B15	250A/380V (<125KW) Three Phase Main Power	1,876.00		
B16	<32A Cable (per meter)	3.00		
B17	>32A Cable (per meter)	5.00		
Total Cost EUR				

Remarks: A deposit of EUR50.00 for each electrical box is required.

### Notes :

- Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. It's not allowed to connect any light or machine directly to the exhibition center's electric box.
- For other items that are not listed above, a separate quotation will be provided upon request.

Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

Order form only valid with complete company details

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 12 Water & Compressed Air



To be returned by: **2 March 2012**

Please complete and return to Stand Contractor for International Halls:

9.1/11.1/14.1 Ms. Aiba He  
15.1 Ms. Suiwei Cai  
**Guangzhou Pico IES Exhibition Services Co., Ltd.**  
1803-04 Poly World Trade Center, No. 1000,  
Xingang Road East, Haizhu District,  
Guangzhou, (510335) P.R.China.  
Tel: +86 20 8908 9134 / 8908 9124  
Fax: +86 20 8908 9811  
aiba.he@cn.pico.com/suiwei.cai@cn.pico.com

**Organizer Contact:**

Mr. Wilson Wang  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311, Metro Plaza, 183  
Tianhe Road(North) Guangzhou  
(510620) P.R.China  
Tel: +86 20 8755 2468\*17  
w.wang@koelnmesse.cn

- Orders received from 3 to 21 March 2012 will be subjected to availability and a surcharge of 30%
- Orders received on and after 22 March 2012 and on-site will be subjected to a surcharge of 50%

## 12.1 Water Connection

No.	Item	Rental (EUR)	Qty	Amount (EUR)
D1	Water point (include 25m water pipe and host, 4" inner and 6" drainage)	175.00		
D2	Water pipe per meter	5.00		
Total Cost EUR				

## 12.2 Compressed Air

No.	Motor Cap	Rental (EUR)	Qty	Amount (EUR)
D3	1 HP / 7.5 bar pressure, 75/liter/minute	292.00		
D4	2 HP / 7.5 bar pressure, 155/liter/minute	390.00		
D5	3 HP / 8 bar pressure, 260/liter/minute	487.00		
D6	5 HP / 8 bar pressure, 300-420/liter/minute	926.00		
D7	10 HP / 8 bar pressure, 850/liter/minute	1637.00		
D8	15 HP / 8 bar pressure, 1220/liter/minute	4387.00		
D9	30 HP / 8 bar pressure, 3000/liter/minute	5812.00		
Total Cost EUR				

Notes:

- Price quoted exclude labour and material cost for machine connection.
- For other items that are not list above, a seperate quotation will be provided upon request.

Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

Please provide us with a simple sketch of your stand ⇒ See Form 9

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 13 Heavy & Large Exhibits



To be returned by: **1 March 2012**

Please complete and return to

For Exhibitors in Area B

**Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch**

6/F, No.726 Dong Feng Road East, Guangzhou, P.R. China,  
Tel: +86 20 2829 8365  
Fax: +86 20 2829 8356  
Email: frlee@agilitylogistics.com  
Contact: Mr. Franky Lee

For Exhibitors in Area C

**Go-Express Logistics (Shanghai) Co., Ltd.**

Rm. 1102 North Tower, Heping Business Center, No. 880 Guangzhou Da Dao Nan, Haizhu District, Guangzhou, 510305 PR China  
Tel: +86 20 8904 0996  
Fax: +86 20 8904 0219  
E-mail: kevin.cai@go-express.com.cn  
Contact: Mr. Kevin Cai

## 13.1 Heavy & Large Exhibits

**Heavy Exhibits : Any single exhibit exceeding 5000 kg**

**Large Exhibits : Any single exhibit exceeding 3m (L) x 2.2m (W) x 2.2m (Ht)**

**Tall Exhibits : Any single exhibit exceeding 3m (height) on display (Relative location must be submitted for approval)**

- All such exhibits must be handled by the Official Freight Forwarder on-site
- Exhibitors or their agents are responsible for the early installation of heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late. A detailed layout plan should be sent to the Official Freight Forwarder together with the shipping document.
- Exhibitors with heavy exhibits are to refer to the floor loading capacity, and to provide steel plates for loading spreading if necessary.

Please "✓" where appropriate:

<input type="checkbox"/>	We do not have heavy and/or large exhibit.
<input type="checkbox"/>	We have the following heavy and/or large exhibit(s):
<input type="checkbox"/>	Our appointed Freight Forwarder is : _____

Item Description	Dimensions (cm) (L x W x H)	Weight (kg)	Date of Arrival in Guangzhou

\*Please make copies if necessary

Please indicate (to scale) the position of each item inside your stand.

\*Backwall / Open

**(delete accordingly)**

\*Sidewall / Open  
**(delete accordingly)**


\*Sidewall / Open  
**(delete accordingly)**

Open Front

Order form only valid with complete company details

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....



# 14 Telephone & Internet



To be returned by: **2 March 2012**

Please complete and return to Stand Contractor for International Halls:

9.1/11.1/14.1 Ms. Aiba He  
15.1 Ms. Suiwei Cai  
**Guangzhou Pico IES Exhibition Services Co., Ltd.**  
1803-04 Poly World Trade Center, No. 1000, Xingang Road East, Haizhu District, Guangzhou, (510335) P.R.China.  
Tel: +86 20 8908 9134 / 8908 9124  
Fax: +86 20 8908 9811  
aiba.he@cn.pico.com/suiwei.cai@cn.pico.com

Organizer Contact:

Mr. Wilson Wang  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China  
Tel: +86 20 8755 2468\*17  
w.wang@koelnmesse.cn

## 14.1 Telephone & Internet

- Orders received from 3 to 21 March 2012 will be subjected to availability and a surcharge of 30%
- Orders received on and after 22 March 2012 and on-site will be subjected to a surcharge of 50%

No.	Description	Unit Price (EUR)	Quantity	Amount (EUR)
E1	Local Telephone Line Installation fee (incl. local communication fee.)	90.00		
E2	DDD/IDD Installation	90.00		
	Deposit of DDD/IDD Line (domestic long-distance communication fee or international communication fee will be deducted from the deposit.)	250.00		
E3	Telephone Deposit (It will be refund when retuning the telephone without damage, and ignore this if you bring along telephone)	65.00		
E4	ADSL (Upload 512 k/s, Download 2m/s)	120.00		
E5	ADSL Network (incl. one no of 8 interface HUB) (E4 must be ordered for E5)	90.00		
E6	Wireless Internet (Upload 256 k/s, Download 1 m/s )	90.00		
E7	Fiber-optic Network ( Download 10 m/s)	812.00		
Total Costs EUR				

Please provide us with a simple sketch of your stand ⇒ See Form 9

### Note:

- Duration of item rental is 4 days.
- Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 15 Exhibition Staff

To be returned by: **17 February 2012**

Please complete and return to  
**Mr. Wilson Wang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza  
 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China  
**w.wang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*17**  
**Fax: +86 20 8755 2970**



## 15.1 Exhibition Staff

Staff	Qty	Date (please tick ✓ & Indicate the Gender Preferred: M/ F)				Daily Rate	Total Costs
		27 Mar	28 Mar	29 Mar	30 Mar		
Interpreter(s):							
English / Chinese						€ 75.00	
Japanese / Chinese						€ 150.00	
French / Chinese						€165.00	
German / Chinese						€ 165.00	
Italian / Chinese						€ 190.00	
Others: (Please specify)						upon request	
Receptionist						€ 75.00	

### Notes:

- The above mentioned service charges are based on 8 hours per day
- Late and on-site orders are subject to availability

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....

# 16 Freight Forwarding (Area B: Hall 9.1 & 11.1)

To be returned by : **3 March 2012**

Please address all correspondence concerning exhibition freight forwarding matters to:

**Agility Fairs & Events Logistics Limited**  
22/F., CITIC Telecom Tower,  
93 Kwai Fuk Road, Kwai Chung, N.T.,  
Hong Kong SAR  
Contact: **Mr. Bart Chiu**  
Tel: **+852 2211 8203**  
Fax: **+852 2866 2421**  
Email: **bchiu@agilitylogistics.com**

**Agility Fairs & Events Logistics  
(Shanghai) Co., Ltd. Guangzhou Branch**  
6/F, No.726 Dong Feng Road East,  
Guangzhou, P.R. China,  
Contact: **Mr. Franky Lee**  
Tel: **+86 20 2829 8365**  
Fax: **+86 20 2829 8356**  
Email: **frlee@agilitylogistics.com**

**interzum**



**guangzhou**

## 16.1 Freight Instructions

The Organizer has appointed **Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch** as the official forwarder(Area B) for **interzum guangzhou 2012**, 27-30 March 2012. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

## 16.2 SHIPPING INSTRUCTION & ROUTING:

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

Shipping Documents-All B/L, MAWB must be consigned "FREIGHT PREPAID" to:

**Agility Fairs & Events Logistics Limited**  
22/F., CITIC Telecom Tower,  
93 Kwai Fuk Road, Kwai Chung, N.T.,  
Hong Kong SAR  
Tel: (852) 2211 8200  
Fax: (852) 2866 2421

Notify Party:  
**Agility Fairs & Events Logistics Limited**  
Attn: **Mr. Bart Chiu**  
Tel: (852) 2211 8203  
C/o. "interzum guangzhou 2012"  
Exhibitor: X X X X, Booth No: X X X X

Otherwise, we cannot be responsible for any delay or complication. Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS" as the description and insert the clause "FINAL DESTINATION" – (CITY & COUNTRY OF THE FAIR), transshipment for (THE NAME OF THE FAIR) and a pre-advice fax of shipment details is also expected.

## 16.3 TIME SCHEDULE:

### ARRIVAL TIME

(1) CARGO RECEIVING DEADLINES-OVERSEAS SHIPMENTS  
- EXHIBITS REACH AGILITY IN HONG KONG (BY OCEAN OR AIR)

**MAR. 5-7, 2012**

(2) DOCUMENT DEADLINES FOR APPENDIX I – V

**FEB. 24, 2012**

- APPENDIX I - TRANSPORT ORDER TO AGILITY

- APPENDIX II - "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

- APPENDIX III - ACKNOWLEDGEMENT OF CUSTOMS CLEARANCE FORMALITIES

- APPENDIX IV - ACKNOWLEDGEMENT OF QUARANTINE INSPECTION & FUMIGATION FORMALITIES

- ORIGINAL BILL OF LADING AND COPY OF MAWB

(3) CENSORSHIP ITEMS (PROMOTIONAL MATERIALS) TO AGILITY OFFICE  
IN HONG KONG FOR CUSTOMS CENSORSHIP

**FEB. 24, 2012**

(4) INBOUND PAYMENT TO AGILITY

**MAR. 15, 2012**

**Importation notice:**

Please note that all exhibits are imported as temporary import goods only and the above schedule deadline & shipping instruction is acceptable for temporary import exhibits only. If the exhibits would like to be imported in permanence, please kindly provide the exhibits declaration form or packing list & invoice to us before **22 February 2012**, then we will let you know whether the shipment could be arranged in permanent import procedure or not. Documents provided beyond this deadline, it is not a guarantee that these permanent import exhibits can be arrived at the fair site during the exhibition period.

**Remarks:**

1. All cargoes containing wooden materials (internal or external) must be fumigated with bearing the mark of IPPC (international plant protection convention) before importing to China. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).
2. **Chinese New Year & National Holiday** will definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to our documents and cargoes receiving period is **IMPORTANT** as there is no room for any delay
3. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
4. Cargoes sent from Hong Kong SAR, Macau SAR, and China Taiwan are also treated as overseas shipments

**16.4 CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT:**

- 1 set of "Declaration Form for Temporary Import Exhibits" (Enclosed Appendix II)
- 1 copy of "TRANSPORT ORDER TO AGILITY" (Enclosed Appendix I)
- IPPC (International Plant Protection Convention) Symbol (Details please refer to the Appendix (IV) – Acknowledgement of Quarantine Inspection & Fumigation Formalities – for details.)
- 1 fold Product Catalogue is needed for machines, computers, hi-tech equipments, etc.
- Undertaken Import/Export License applied by exhibitor (if required)
- Souvenir/Catalogue/Poster/Map/Video/CD ROM & distribute item are subject to China Customs censorship before using in the fair. Please provide two copies/samples for each to us and send to our office **before** shipment arrival HK AGILITY. Those materials shall be allowed for display or use at the exhibition only after the exhibitor has presented beforehand the above-mentioned materials to Customs Officers for inspection and approval.

**Remarks:**

The full set shipping manual will be provided to each exhibitor upon **confirmation** of participation. Should you have any query, please feel free to contact us by fax no. (8620)28835001 or email to: [frlee@agilitylogistics.com](mailto:frlee@agilitylogistics.com)

**16.5 SERVICES AND RATES FOR HANDLING OF EXHIBITS**

**I) INBOUND MOVEMENT FROM HONG KONG TO EXHIBITION BOOTH**

Receiving exhibits at Agility' warehouse, free storage in our warehouse in Hong Kong during receiving period, customs clearance on a temporary basis, consolidation stuffing and transportation to export stations, all exports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

<b>BY SURFACE:</b>	<b>MIN. 1CBM/EXHR/CONSIGNMENT</b>
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Under 3 CBM or above	RMB405.00 / CBM OR 1000KGS
Over 3CBM ~ 6CBM	RMB398.00 / CBM OR 1000KGS
Over 6CBM	RMB390.00 / CBM OR 1000KGS

## II) INBOUND MOVEMENT FROM GUANGZHOU AIRPORT TO EXHIBITION BOOTH

Receiving exhibits at Guangzhou airport, customs clearance on a temporary basis, all imports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

<b>HANDLING CHARGES</b>	MIN. 100 FREIGHT KILO/EXHR/CONSIGNMENT
Under 100 kgs or above	RMB17.15 /FREIGHT KILO/EXHR/CONSIGNMENT
Over 100kgs ~ 200kgs	RMB11.90 / FREIGHT KILO/EXHR/CONSIGNMENT
Over 201kgs ~300kgs	RMB9.10 / FREIGHT KILO/EXHR/CONSIGNMENT
Over 301kgs ~ 400kgs	RMB6.30 / FREIGHT KILO/EXHR/CONSIGNMENT
Over 401kgs	RMB6.00 / FREIGHT KILO/EXHR/CONSIGNMENT

\* Terminal Charges Excluded

## III) INBOUND MOVEMENT FROM GUANGZHOU SEAPORT TO EXHIBITION BOOTH (FCL ONLY)

Receiving exhibits at Guangzhou seaport, customs clearance on a temporary basis, all imports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

<b>20' container</b>	RMB8568.00/20' container
<b>40'GP or 40' HQ</b>	RMB17135.00/40' container

\* Terminal Charges Excluded

## IV) ON-SITE SERVICE FROM HALL ENTRANCE TO FAIR BOOTH (APPLICABLE TO DOMESTIC CARGOES, BONDED CARGOES, AND ATA CARNET SHIPMENT)

Unloading exhibits at fair-site storage place / entrance of exhibition hall, delivery of exhibits from storage place to fair-booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & 2nd time positioning excluded), customs clearance on a temporary basic.

<b>HANDLING RATE:</b>	RMB60.00 / CBM OR 1000KGS
MIN. 1CBM/EXHR/CONSIGNMENT	

\*APPLICABLE TO MOVE-OUT (OUTBOUND) SERVICE.

## V) CLOSING SERVICE CHARGES FOR SOLD OR ABANDONED EXHIBITS FROM BOOTH TO THE ENTRANCE OF FAIR SITE

Assisting in repacking (dismantling excluded), loading at the entrance of fair site.

<b>Shipment under 6 cbm</b>	RMB120.00 / CBM OR 1000KGS/EXHIBITOR
<b>Shipment over 6 cbm (includeing 6cbm)</b>	RMB106.00 / CBM OR 1000KGS/EXHIBITOR
MIN. 1CBM/EXHR/CONSIGNMENT	

## VI) RETURN MOVEMENT FROM EXHIBITION BOOTH TO HONG KONG OR GUANGZHOU SEAPORT/AIRPORT

Services and rates same as Inbound Movement (Point I).

**VII) BASIC SERVICE CHARGE (Applicable to both inbound and / or return movement)**

<b>HANDLING RATE:</b>	RMB 250.00 / consignment/exhibitor
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**VIII) EDI CUSTOMS FEE (Applicable to both inbound and outbound shipment)**

<b>HANDLING RATE:~</b>	
SEA / LAND / AIR SHIPMENT	
- Container	RMB35.00 / cbm / 1000kgs
- LCL / BREAK BULK	RMB350.00 / consignment/ exhibitor
<b>INPUT DATE FEE:</b>	
- INPUT OF "DECLARATION FORM OF TEMPORARY IMPORT EXHIBITS" INTO CUSTOMS COMPUTER	RMB35.00 / page

**IX) HEAVY-LIFT / OVER-SIZE SURCHARGES**

FOR INDIVIDUAL PACKAGE				RATES OF THE SURCHARGES	
PARAMETER					
LENGTH (METRE)	WIDTH (METRE)	HEIGHT (METRE)	WEIGHT (TON)	ATTAINING OR EXCEEDING 1 PARAMETER	ATTAINING OR EXCEEDING 3 PARAMETER
≥ 5 M	≥ 2.1 M	≥ 2.1 M	≥ 3 TON	20 %	30 %
≥ 7 M	≥ 2.3 M	≥ 2.5 M	≥ 5 TON	30 %	50 %
≥ 10 M	≥ 2.4 M	≥ 2.8 M	≥ 10 TON	TO BE ADVISED	

**REMARKS:**

- Applicable to all the points I – VI.
- If the weight of individual package is over 10 TON, the rate of the heavy-lift surcharges to be advised.

**X) CUSTOMS DECLARATION FOR DIRECT TRANSFER FROM GUANGZHOU SEAPORT/AIRPORT**

<b>BROKER HANDLING CHARGE:</b>	RMB 1050.00 / consignment/exhibitor
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**xi) OPTIONAL SERVICES**

**1. TRANSLATION OF "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS" FROM ENGLISH TO CHINESE**

Service Rate	RMB35.00 /page (whichever is greater)
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**2. FILL-IN THE H.S. NO. ON "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS"**

Service Rate	RMB 42.00/page
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**3. SERVICE CHARGE OF RE-COMPLETION OF "APPENDIX II"**

Only the submission in the form other than EXCEL, in computer typing, by e-mail is applicable.  
(Applicable for inbound shipment only)

Service Rate	RMB 35.00/page
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**4. HANDLING CHARGES FOR APPLICATION OF "CUSTOM SEAL" FOR TRANSFERRING EXHIBITS FROM OTHER EXHIBITIONS TO THE FAIR OR VICE VERSA**

Service Rate	RMB 840.00/exhibitor/shipment
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#### 5. Hong Kong Local Pick up / Delivery (at ground floor warehouse) charge

Service Rate	RMB112.00 / cbm (Min. RMB840.00 / time)
Plus additional heavy-lift surcharges for individual package	
- 151 ~ 2,000KGS / PKG	RMB700.00/time
- 2,001 ~ 5,000KGS / PKG	RMB840.00/time

#### 6. WAREHOUSE SERVICE HANDLING CHARGES

Service Rate (Applicable for both inbound and / or return movement)	RMB70.00/CBM OR 1000KGS (Min. RMB70.00 /time)
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#### 7. STORAGE IN HONG KONG

a) Inbound movement before receiving period, <b>or</b>	RMB70.00 / cbm/ week
b) Return movement after free storage period	OR PART THEREOF

\*(Provide 3 days free storage after arrival Hong Kong)

#### 8. SURCHARGES FOR THE EXHIBITOR WHO DOES NOT PROVIDE THE CENSORING ITEM

Service Rate	RMB70.00 / item (Min. RMB350.00 / exhibitor / time)
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e.g. souvenir, video-tapes, catalogues, etc. for censoring in China to agility with our deadline.

#### 9. HANDLING CHARGES FOR CUSTOMS CENSORING OF CD, DVD OR VIDEO

Service Rate	RMB140.00/TIME
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#### 10. CUSTOMS CLEARANCE FEE FOR EXHIBITS AGAINST UNDERTAKING LICENSE OR ATA CARNET FOR HONG KONG AND / OR OVERSEAS EXHIBITOR

Service Rate	RMB700.00 / License/ ATA carnet/Entry/City
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#### 11. QUARANTINE SERVICE AND HANDLING CHARGE (APPLICABLE FOR BOTH INBOUND AND OUTBOUND SHIPMENT)

a)	RMB33.00 / piece (Min. RMB 330/exhibitor/shipment)
b)	RMB2450.00 / ctrn (FCL shipment)
c)	Quarantine &/or customs inspection at cost

#### 12. FUMIGATION CHARGE AT CHINA: AS PER ACTUAL OUTLAY (APPLICABLE FOR BOTH INBOUND AND OUTBOUND SHIPMENT)

#### 13. CUSTOMS DECLARATION HANDLING FOR DUMPING/ABANDONED

Service Rate	RMB700.00/declaration
* plus transport from fair site to bonded warehouse	RMB105.00/cbm (Min.2cbm/exhibitor/shipment)

#### 14. HANDLING CHARGE FOR EXHIBITS IMPORT AND RE-EXPORT WHICH WILL APPLY UNDERTAKEN LICENSE FROM HKSAR



Service Rate	RMB175.00 / license
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#### 16. CUSTOMS DECLARATION HANDLING FOR TAX/DUTY PAYABLE ITEM

Service Rate	RMB700.00/consignment/exhibitor
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\* plus 5% commission of paying tax/duty on the behalf

#### XII) REMARKS

- Above rates exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties, or any items not covered in this tariff. Exhibitors should reimburse Agility for the cost if they incur.
- Minimum charge: -
  - Surface consignment
    - Loose cargo (LCL) : Minimum 1 FREIGHT TONS/exhibitor/shipment.
    - General container (FCL) : Minimum 23 FREIGHT TONS per 20' container.
    - : Minimum 46 FREIGHT TONS per 40' container.
  - Flat rack, open top or high-cube container : Minimum 25 FREIGHT TONS per 20' container.
  - : Minimum 50 FREIGHT TONS per 40' container.
- b) Air consignment - 120 freight kilos / every exhibitor / every air freight consignment
- Volume and weight conversion in airfreight rate is 6 cbm = 1000 kilo.
- Above rates exclude, port security manage fee pay to China Government **(2/1000 of goods value, min. RMB35.00/consignment)** air / ocean terminal handling charges, LCL charges, overtime storage dues in pier, registration fee in pier, airport terminal / freight forwarder's warehouse, import or re-export declaration fee payable to Government of HKSAR **(0.05% of the total cargo value declared by the exhibitors, for those shipments imported and /or re-exported via port of China, Min RMB119.00/shipment/time), plus input data fee (Tradelink) RMB14.00/time**, these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Government of Chinese / HKSAR.
- Customs tax / duty  
All exhibits are arranged as temporary imported goods. If an exhibit is only for display or demonstration in the fair, there is no any tax / duty will be charged by customs. But if after the fair closing, any exhibit is sold, abandoned or given to domestic company etc., according to the Chinese Custom regulation, tax / duty and storage fee will be charged. Moreover, for souvenir (i.e. pen, clock, watch, key chain, etc.), Chinese Customs will consider to charge tax / duty according its actual quantity and value.
- Cargo arrived beyond deadline, **an additional handling surcharge 30% (Min.RMB700.00 / exhibitor / shipment)** will be added to cover the additional cost, but it is not a guarantee the late-come exhibit arrives at the site before the opening of exhibition or in time.
- All freight charge must be settled in accordance with our schedule mentioned on attachment **(TIME SCHEDULE)**. A **2.5% outlay commission** will be added for unpaid invoice beyond fair open date.
- Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of floating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.
- Return exhibits can only be shipped out after the completion of customs clearance, which normally takes 14 working days, counting from the first working day after the move-out operation is done, to finish. Should exhibitor ask for priority or express service to accommodate its needs, a 50% additional charge on top of the official tariff will be requested to cover the extra effort spent; and the final decision is subject to the Customs' approval.
- Unpacked cargo without container is not accepted.
- Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this

consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.

12. All inbound and outbound shipments (sea freight, air freight, or land/rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis; otherwise we shall levy **5% commission** on the freight, which we pay on your behalf to the local carriers. The willingness of paying 5% commission, by exhibitors, is not the only criterion factored in Agility' discretion of accepting this request, all subject to Agility' final decision.
13. In order to obtain the import permits covering all food & beverage / plant products, the "Declaration Form" must be completed in detail and return to Agility in advance. Special for wine & spirits, it must be indicated detailed description/type of wine or spirit, nos. of bottles, volume of bottle (liters), alcoholic volume & value, etc. All these kind of products will incur duties & tax and are non-refundable. Please be reminded that without or return confirmation, these would not be imported in China. The handling & service charges for these kinds of products will be quoted separately.
14. The surcharge for handling of dangerous cargo will be given upon request and this charge will be charged at exhibitors' account.
15. Exhibitors will be charged overtime surcharge for working on non-official working hours, i.e. beyond normal working / opening hours of official move-in, move-out, as well as show period. Rates are subject to separate quotation.
16. Exhibitors must bear all necessary penalties imposed by the Customs if the Clearance is not finished within the time allowed. Consequently, it is very imperative for exhibitors to send Agility all related shipping documents according to the **Time Schedule and Consignment Instruction**.
17. Agility reserve the right to issue separate quotation for individual package with dimensions attaining or exceeding-  
**LENGTH: 5 M    WIDTH: 2.1 M    HEIGHT: 2.1 M**
18. Agility does not take any responsibility for: -
  - a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
  - b) Any tax / duty for sold exhibits
  - c) Import contract or permit for sold exhibits.
19. Any service required from exhibitors not covered by tariff should be notified Agility in advance, quotation will be given upon request.
20. This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
21. Agility reserve the right to amend the above rates if in case the exhibition is changed its date, city or venue.
22. All transactions are undertaken subject to the standard trading conditions of Agility Exhibition & Removal Ltd. (copies available on request fro the company) and which, in certain cases, exclude or limit the company's liability.

**Note: To ensure smooth handling of exhibits, please contact Agility for the Official Shipping Manual. Failure to comply with the points in manual is likely to create problems and additional expenses.**

## 付运委托书

### TRANSPORT ORDER TO AGILITY

展商:

Exhibitor: \_\_\_\_\_

展台号:

Booth No.: \_\_\_\_\_

我司为上述展会之参展商，在此委托泛联公司承运我司之展品运输服务。展品详细资料见随附暂准进口展品报关清单，我司保证申报真实有效。如中国海关及相关部门发现货品与申报不符所产生的一切后果及费用由我司承担。我司认可泛联公司的费率是基于体积及重量计算，不含保险，并需要讲全部费用付清后方可得到货物。同时，我司接受泛联展览物流香港有限公司之营业条款。

We are the exhibitors of the above mentioned exhibition, and appoint Agility Fairs & Events Logistics Ltd. as our exhibits transportation service forwarder. We promise detail information declared on the attached list of exhibits is authentic and effective. We take all responsibility for any difference founded by Chinese customs and related departments. We recognize that the handling rate charged by Agility is based on volume and weight, insurance is not included, and transportation payment should be settled before cargo delivered to exhibition booth. We accept Agility's terms and conditions.

☐ 我司将自行安排全程展品运输保险。

Exhibitor arrange Transport Insurance by their own.

供参阅，请按照如下指示协助运送我司展品至展台

Follow below instruction to deliver exhibits to exhibition booth

☐ 于香港集中，经由陆路运至展览会场

From arrival Hong Kong port to delivery exhibition booth by truck

共\_\_\_\_\_立方米/公斤

共\_\_\_\_\_箱

Total\_\_\_\_\_cbm/kg

Total\_\_\_\_\_boxes

☐ 自广州海运港口（只适用于整箱发运）至展台

Inbound movement from Guangzhou seaport to exhibition booth (FCL only)

共\_\_\_\_\_立方米/公斤

共\_\_\_\_\_箱

Total\_\_\_\_\_cbm/kg

Total\_\_\_\_\_boxes

☐ 自广州机场至展台

Inbound movement from Guangzhou airport to exhibition booth

共\_\_\_\_\_立方米/公斤

共\_\_\_\_\_箱

Total\_\_\_\_\_cbm/kg

Total\_\_\_\_\_boxes

☐ 从展馆门口至展台

On-site service from hall entrance to fair booth

共\_\_\_\_\_立方米/公斤

共\_\_\_\_\_箱

Total\_\_\_\_\_cbm/kg

Total\_\_\_\_\_boxes

现场联络

On-site contact

我司以下代表将于开展前到达会场并联络泛联公司安排货物装卸及清关事宜:

Below our on-site representative contact information for cargo delivery and customs clearance:

联系人 (contact person): \_\_\_\_\_

手机号码 (mobile): \_\_\_\_\_

到达时间及日期:

上午/下午

Arrival date and time: \_\_\_\_\_ a.m. / p.m.

公司盖章及签署:

Company stamp & signature: \_\_\_\_\_

日期:

Date: \_\_\_\_\_

Show Name:	CIFM & interzum guangzhou 2012
Show Date:	27-30 March, 2012
Show Venue:	China Import & Export Fair Pazhou Complex

### LIST OF EXHIBITS

参展商: Name of Exhibitor:								馆号: Hall No.:		展台号: Stand No.:			第 页 Page No.:		
箱号	包装材料	熏蒸注册编码	尺寸 (长*宽*高) 厘米	体积 (cbm)	毛重	净重	货物名称规格摘要 (中文)	货物名称规格摘要 (英文)	原产地国家	商品编码	数量	单价	总价	展品处理方法 Disposals	
Package No.	Packing material	IPPC No.	DIM(L*W*H)CM	Volume(CBM)	Gross Weight (KG)	Net Weight (KG)	Description of Goods in Chinese	Description of Goods in English	Country of Origin	HS Code	Quantity	Unit Price US \$	TotalCIF US \$	a. 回运return b. 消耗Consumed c. 赠送Given away d. 销售Sold	
总体积/重量: Total CBM/ Weight:							总值: Total US \$ :								

IMPORTANT:

- THIS FORM MUST BE **COMPLETED** AND **E-MAILED** TO US **IN EXCEL FORMAT**.
- THE "H.S.NO."(HARMONIZED SYSTEM) MUST BE COMPLETED BY AN EXHIBITOR OR ITS AGENT(S).
- DETAILED DESCRIPTION OF EXHIBITS, I.E. MODEL NO. AND SERIAL NO. OF MACHINE, EQUIPMENT; ACCESSORIES, MATERIALS OF EXHIBITS MUST BE SPECIFIED.**
- NON-CONFORMABLE DECLARATION IS AT EXHIBITOR'S OWN RISK, IN TERMS OF CUSTOMS DETENTION, LATE DELIVERY, EXTRA COST, ETC.**

We declare that the information given above is true and correct. 我司声明以上所填报的所有资料均为真实及正确无误.

Company Chop (公章): \_\_\_\_\_ Signature of Responsible Person (负责人): \_\_\_\_\_ Title (职位): \_\_\_\_\_ Date (日期): \_\_\_\_\_

# 17 Freight Forwarding (Area C: Hall 14.1 & 15.1)

To be returned by : **1 March 2012**

Please address all correspondence concerning exhibition freight forwarding matters to:

**For Overseas Exhibitors**

**BEX Logistics Co., Ltd.**

Room 2106, 21/F., Win Plaza, No.9

Sheung Hei Street, San Po Kong, Kowloon,  
Hong Kong

Contact: **Ms. Novan Ng**

**Tel: +852 2836 5285**

**Fax: +852 2836 5383**

**Email: novan@bexlog.com.hk**

**For Domestic Exhibitors**

**Go-Express Logistics (Shanghai) Co., Ltd.**

Rm. 1102 North Tower, Heping Business  
Center, No. 880 Guangzhou Da Dao Nan,  
Haizhu District, Guangzhou, 510305 P.R.  
China

Contact: **Mr. Kevin Cai**

**Tel: +86 20 8904 0996**

**Fax: +86 20 8904 0219**

**Email: kevin.cai@go-express.com.cn**



## 17.1 Freight Instructions

The Organizer has appointed **Go-Express Logistics (Shanghai) Co., Ltd.** as the official forwarder for **interzum guangzhou 2012**, 27-30 March 2012. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

## 17.2 SHIPPING INSTRUCTION & ROUTING:

All goods either by sea freight or air freight must be consigned "FREIGHT PREPAID" to:

**A. Transshipment via Hong Kong – On B/L or AWB please follow :**

<b>CONSIGNEE &amp; NOTIFY PARTY</b>	BEX Logistics Co., Ltd. Rm. 2106, 21/F., Win Plaza, 9 Sheung Hei Street, San Po Kong, Kowloon, Hong Kong Tel: (852) 2836 5282 Fax: (852) 2836 5383 E-mail : novan@bexlog.com.hk For: 29TH CIFF & interzum guangzhou 2012
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Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS" as the description and insert the clause "FINAL DESTINATION" - (CITY & COUNTRY OF THE FAIR), TRANSSHIPMENT FOR (THE NAME OF THE FAIR) and a pre-advice fax of shipment details is also expected.

## 17.3 TIME SCHEDULE:

## ARRIVAL TIME

The following deadlines for documents and exhibits must be observed. We will not be responsible for a consequences due to the late arrival of documents or exhibits.

Timetable for documents		Deadlines
A.	List of Exhibits	BEFORE 01 MAR. 2012
B.	Shipping Instructions	BEFORE 01 MAR. 2012
Timetable for Exhibits		
A.	Via Hong Kong to Guangzhou	
	a. Overseas exhibits arrive HK by sea	05-07 MAR. 2012
	b. Overseas exhibits arrive HK by air	08-10 MAR. 2012
B.	Move in	23-26 MAR. 2012
C.	Move out	30-31 MAR. 2012

\* Full payment for inbound movement must be settled by **16 MAR. 2012**.

## 17.4 CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT:

### A. List of Exhibits

This form is the most important document for customs clearance in China. Every exhibitor must submit this form to official freight forwarder without exception.

FOR ALL PERSONAL BELONGINGS, please do not send with exhibits together as consolidation shipment including foodstuff, etc.

A detailed and accurate description of exhibits, including major components, brand name, model number and serial number etc must be accurately declared on the list. Catalogs, display materials, and gifts must also be specified with exact quantity and value.

### B. Shipping Instructions

Please fill out this instruction form and return the same to official freight forwarder by due date so that we can understand your service requirements in details.

When the gross weight of a case of exhibits exceeds 3,000kgs or when the total volume of exhibits is substantial, e.g. over 10 cubic meters, exhibitors should submit a drawn-to-scale layout (or prepare one separately if necessary) to facilitate the transport and positioning of their exhibits. Case number and front side of the case must be clearly shown on the layout as well as on the case.

### C. Fumigation Certificates, Non-Coniferous Wood / Non-Wood Packing Material Declarations.

Please bring along a copy of above Document A, B and C on site for reference.

## 1. Fumigation Requirements in China

Please be advised all imports to China from all countries are subject to strict fumigation requirements. The fumigation must be done in the origin countries.

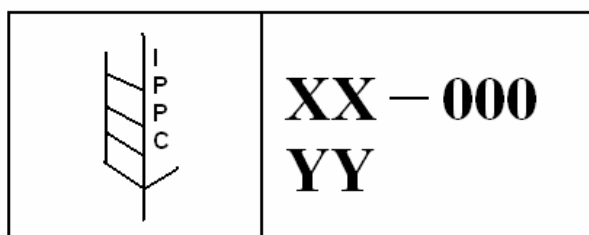
### 1) Non Wood Packing Materials for import from all countries:

Non Wood Packing Material Declaration (issued by Exhibitor – on letter-head and stamped) is needed.

### 2) Exempted Scope:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard, veneer, core, saw dust, wood fiber and particle and other wood materials, are exempted from the fumigation requirements.

### 3) Coniferous Wood, Non-Coniferous Wood & all kinds of Wood Packing Material for import from all countries: Packing must be marked by IPPC (International Plant Protection Convention) officially as below.



Where:

IPPC - Abbreviation of "International Plant Protection Convention";

XX - International Standardization Organization (ISO) two letter country code;

000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;

YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

For details, please see ISPM 15 at <http://www.ippc.int/ipp/en/default.htm>

If the wooden packing materials without the official mark of "IPPC" or with the mark but in unqualified treatment, the Authorities will destroy the cargoes or return them to the port of origin.

## 17.5 SERVICES AND RATES FOR HANDLING OF EXHIBITS

### a) For Inbound Movement

Exhibits will not be transhipped to exhibition booth until full payment is settled before our deadline.



**b) For Return Shipment**

- i) Hong Kong Exhibits: payment should be settled before release of exhibits in Hong Kong SAR.
- ii) Overseas Exhibits: Return shipment will be effective and / or Bills of Lading will be released upon receipt of payment.

**c) The Bank Account of Go-Express is:**

Beneficiary Name: GO-EXPRESS (HK) CO.,LTD.

Account No.: 808-592745-838

Name of Banker: HSBC Hong Kong

Name of Branch: 1 Queen's Road Central ,Hong Kong

Bank Swift Code: HSBCHKHCHKH

Bank Code: 004

(Remittance charges shall be borne by sender)

\*\* (China Incoming taxes (6-8%) must be paid additionally by payers if paid in RMB to Go-Express Logistics (Shanghai) Co., Ltd)\*\*

**TARIFF**

**1. INBOUND MOVEMENT FOR EXHIBITS VIA HONG KONG TO GUANGZHOU**

			OCEAN OR AIR			
A.	<u>HK→Guangzhou Booth</u>  Collection from our godown, transportation to export point, all export formalities and documentation, transportation on surface upto free arrival designated venue. Rate is inclusive of godown free storage during receiving period in Hong Kong.		<u>LCL:</u>  UNDER 3CBM:  3 – 6CBM:  OVER 6CBM  (Min. 1 cbm / consignment / exhibitor)  <u>FCL:</u>  20’ CONTAINER  40’ CONTAINER  40’ HC CONTAINER		USD61.00/cbm or 1,000kgs  USD60.00/cbm or 1,000kgs  USD59.00/cbm or 1,000kgs   USD1,298.00 / 20’  USD2,596.00 / 40’  USD2,832.00 / 40’HC	
	B. Documentation & communication fee		USD38.00/exhibitor/consignment			
	C. EDI Customs declaration		FCL : USD5.00/cbm/exhibitor/consignment  LCL : USD50.00/exhibitor/consignment  Plus input data fee – USD5.00 per page			
	D. Additional Heavy lift & over-size surcharges (for individual package)					
		L(M)	W(M)	H(M)	KG	REACH OR OVER 1 ITEM
	>5M	>2.1M	>2.1M	>3,000 KGS	20%	30%
	>7M	>2.3M	>2.5M	>5,000 KGS	30%	50%
	>10M	>2.4M	>2.8M	>10,000 KGS	TO BE ADVISED	

## 2. OUTBOUND MOVEMENT FOR RETURNED EXHIBITS – Same as inbound charge

### 3. OPTIONAL SERVICES CHARGE

A.	Local collection  Collection from arrival H.K. Ocean CFS, H.K. Airport or local collection upto Freight Forwarder's godown.	USD18.00/cbm or 1,000kgs (Min USD120.00)  Plus Heavy-lift surcharge:  150 – 2000kgs : USD120.00/consignment  2001 – 5000kgs : USD180.00/consignment
B.	Storage Charges  ○ <u>In Hong Kong</u> LCL  20' 40' Air Cargo  ○ <u>In Guangzhou</u> LCL  Bonded Warehouse	USD10.00/cbm/week or part thereof (Min. USD10.00)  USD50.00/day (Min. USD50.00) USD70.00/day (Min. USD70.00) USD0.25/kg/day (Min. USD25.00)  USD10.00/cbm/week or part thereof (Min. USD20.00)  USD10.00/cbm/day (Min. 10 Days)
C.	Equipment (Quote to be based on normal working hours)	
	Fork Lift (3 tons)  Fork Lift (5 tons)    Mobile Crane (20-25 tons) Mobile Crane (30-35 tons) Mobile Crane (40-45 tons)	USD20.00/hour (Min. 4 hours)  USD50.00/hour (Min. 4 hours)    USD120.00/hour (Min. 4 hours) USD160.00/hour (Min. 4 hours) USD200.00/hour (Min. 4 hours)
D.	Translation Costs for "List of Exhibits"	USD5.00/page;  Min. USD10.00/consignment
E.	CD, VCD/DVD, Video Tape Censorship Fee	USD20.00 / item
F.	Manpower (quote to be based on normal working hours)	
	Supervisor from abroad or Hong Kong  Local Labour	USD50.00/labour/hour (Min. 4 hours)  USD30.00/labour/hour (Min. 4 hours)
G.	Fumigation Inspection Charges (as per outlay)	
H.	Return or collect empty container from/to sea terminal	USD150.00/Container

**4. A Late-come surcharge of 30%** applies to Consignment received beyond our deadline to cover the additional cost, but it is not a guarantee the late-come exhibits arrival at the site in time.

## **5. Remarks**

- 1). Above rates exclude air / ocean terminal handling charges, LCL charges, overtime storage dues in pier, registration fee in pier, airport terminal / freight forwarders warehouse (free storage from the deadline of receiving period).
- 2). For cargoes arriving earlier than specified cargo collection date, the storage dues will be on exhibitors.
- 3). For air shipments, volume / weight conversion = 6 cbm / 1000 kgs
- 4). All inbound and outbound shipments (sea freight, air freight, or land/rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis; otherwise we shall levy 5% commission on the freight, which we pay on your behalf to the local carriers. The willingness of paying 5% commission by exhibitors is not the only criterion factored in Go-Express's discretion of accepting this request, all subject to Go-Express's final decision.
- 5). Above rates exclude import or re-export declaration fee payable to Government of HK SAR (0.05% of the total cargo value declared by the exhibitors, for those shipments imported and /or re-exported via port of China, Min USD17.00/shipment/time), these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Government of China / HK SAR.
- 6). For LCL, the minimum chargeable volume is 1 cbm;  
For 20' GP container, the minimum chargeable volume is 22 cbm;  
For 40' GP container, the minimum chargeable volume is 44 cbm; and others are 48 cbm for the minimum chargeable volume. Surcharge will be incurred for handling bulky shipment.
- 7). There will be at least 100% surcharge for handling of dangerous, reefer or high-value cargo. Such goods acceptance is subject to carriers' own discretion.
- 8). All shipping instructions and transactions are subject to standard trading terms and condition of GO-EXPRESS LOGISTICS (SHANGHAI) CO., LTD. (copies available on request from the company) and which in certain cases, exclude or limit the company's liability.



Email: [kevin.cai@go-express.com.cn](mailto:kevin.cai@go-express.com.cn)

A) We acknowledge receipt of 我们收到:

- 1) Go-Express Logistics' Transport Guideline/Handling Tariff for "CIFF 2012 & interzum guangzhou 2012" exhibition with acceptance 上海欣越的 2012 中国(广州)国际家具博览会及中国广州国际木工机械、家具配料展览会运输指南/费率表并同意接受
- 2) Go-Express Logistics' Standard Trading Terms and Conditions with acceptance 上海欣越的标准贸易条款并同意接受

B) We should ship our following cargoes to "CIFF 2012 & interzum guangzhou 2012"  
我们将会托运下列展品到 2012 中国(广州)国际家具博览会及中国广州国际木工机械、家具配料展览会:

Packing 包装	Description 品 名	Package 件数	Kgs 公斤	Cbm 立方米
	Total 总数:			

Mode of Transport 运输方式： ☐By Surface 海/陆运 ☐By Air 空运 ☐By Truck(on-Site) 卡车(现场)

- C) We understand that the freight and handling charges from Go-Express Logistics are compiled on volume or weight basis, and insurance coverage is not included, and Go-Express Logistics only bear the maximum liability of USD200.00/job. 我们明白上海欣越公司所收取的费用是按照体积或重量计算,不含任何保险,及上海欣越公司只承担每工作最高责任赔偿额 200 美元。

Transport Insurance for the whole in/return journey, include exhibition period will be covered 关于购买全程运输保险, 包括展览期间

- ☐ By Ourselves 由我司自办
- ☐ By Go-Express Logistics, (for General Items Only and subject to final acceptance by insurance company), and the insurance premium at our A/C 上海欣越公司代办, (只属普通货物并须由保险公司确认接受), 保险费由我司负责
- (Insured Value 保险金额 : \_\_\_\_\_ )

- D) We hereby authorize Go-Express Logistics to arrange transport of our cargoes from 我们现在委托上海欣越公司代理运送我司货物从
- ☐ Hong Kong 香港      ☐ Guangzhou Port/Airport 广州港口/机场      ☐ Exhibition Ground 展览馆
- to the fair stand, all freight and handling charges are on our account. 到达展台, 所有运输费及手续费用由我司支付

Exhibitor 參展商 : \_\_\_\_\_ Booth Nr. 展台号 : \_\_\_\_\_

Address 地址 :

Tel / Fax 电话/传真 :                      /                      Email 电邮 : \_\_\_\_\_

Authorized Signature with Company Stamp: \_\_\_\_\_

Name and Title in Block Letter : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

\*\*\* ☐ Tick whichever is applicable 请勾出所需服务

# 18 Invitation Letter for Visa Application

To be returned by: **3 February 2012**

Please complete and return to  
**Mr. Wilson Wang**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China  
**w.wang@koelnmesse.cn**

**Tel: +86 20 8755 2468\*17**  
**Fax: +86 20 8755 2970**



## 17.1 Invitation Letter for Visa Application (FOR EXHIBITORS ONLY)

All nationals who are traveling to **interzum guangzhou 2012** will require a tourist visa to China. For your tourist visa application, please contact your local travel agent or the China Embassy in your country.

In the event that you want to apply for a special business visa you will need an official invitation letter from the relevant authority.

Please note that originals of invitation letters are necessary in the following countries: Turkey, India, Pakistan, Bangladesh, Sri Lanka, U A E, Iran, Tunis, Syria, Lebanon, Morocco, Thailand, Vietnam, Iraq, etc.

In order for us to formulate this letter as precisely as possible, you must provide us with various details in PRINT or TYPE only.

Please complete the attached Visa Invitation Letter Application and return them by **3 February 2012**.

The Invitation Letter for visa application can be faxed to the exhibitor free of charge, and **€70.00** administration charge will apply if the original copy of the Invitation Letter is needed.

**\*\*IMPORTANT\*\* : ANY APPLICATION RECEIVED AFTER THE DUE DATE – 3 February 2012  
WILL NOT BE ENTERTAINED BY THE RELEVANT AUTHORITY.**

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

## Foreign Businessman Visa Application Form

### 外国商人签证申请表

申请单位

Company Name

国家（地区） Country (Region)		外商单位 Company			
		详细地址 Address			
统计代码 Code		传真号码 Fax			
来访目的 Purpose to China					
拟入境日期 Arrival Date	访问地点 Visit Place			境外签证地点 Visa Application Place	
护照有效期至 Passport Expire to 日/月/年 dd/mm/year	申请入境次数 Number of Entries  次/Time(s)			停留时间 Duration of Stay  天/Day(s)	
被邀请人员名单 Application Personnel List		总人数 Total Number		<input type="text"/>	
姓名 Name	性别 Gender	出生年月 Date of Birth	职务 Position	国籍 Nationality	护照号码 Passport No.
申请单位盖章并签字 Applicator's Legal Signature and Stamp					

联系人及电话  
Contact Person & Tel  
邮政编码及地址  
Postcode & Add

填表日期  
Date  
受理人  
Acceptor



# 19 Hotel Reservation

To be returned by: **13 March 2012**

Please contact travel agent for your hotel reservation:

**Orient Explorer Guangzhou**  
54 Lifu Road #506, Haizhu District Guangzhou China  
Mr. Peter Tang  
Tel : +86 20 6113 2322  
Fax : +86 20 3401 7093  
peter@orient-explorer.com.cn



## 18.1 Hotel List

To ensure that you have a pleasant trip at **interzum guangzhou 2012**, here's a list of hotels for your accommodation. For more information about the hotels or inquire for travel to Guangzhou, please contact the travel agent.

Name of Hotel	Travel Time to Pazhou Venue / The Nearest MTR Station	Cost Per Room Per Night		Breakfast per meal per person
		Single Room	Twin/double Room	
<b>Shangri-La Hotel (5*)</b> Premier Room Premier Review Room	10 Minutes By Walk	RMB1208 NET RMB1323 NET	RMB 1323 NET RMB 1438 NET	Breakfast Included; Free Internet Service
<b>The Westin Pazhou(5*)</b> Deluxe Room Premium Room	8 Minutes By Walk	RMB1265 NET RMB1438 NET	RMB 1380 NET RMB 1553 NET	Breakfast Included; RMB100/day For Broadband Service
<b>China Hotel (5*)</b> Superior Room Elite Room	30 Minutes By Free Shuttle Bus	RMB 700 NET RMB 1180 NET	RMB 1180 NET RMB 1180 NET	BBF RMB115/Person RMB100/day For Broadband Service
<b>Dongfang Hotel(5*)</b> Deluxe Room	30 Minutes By Free Shuttle Bus//Yuexiu Park(Line2)	RMB 630 NET	RMB 630 NET	BBF RMB70/Person; RMB100/day For Broadband Service
<b>Carat Hotel &amp; Spa Guangzhou (4*)</b> Standard Room Deluxe Room	20 Minutes By Free Shuttle Bus	RMB 428 NET RMB 498 NET	RMB 428 NET RMB 498 NET	BBF RMB50/Person; Free Internet Service
<b>Regal Riviera Hotel(4*)</b> Standard Room	10 Minutes By Free Shuttle Bus/None	RMB 745 NET	RMB 745 NET	Breakfast Included; Free Internet Service
<b>Rosedale Hotel &amp; Suites Guangzhou(4*)</b> Duluxe Room Executive Room	20 Minutes By Free Shuttle Bus/Xiaogang Station(Line2)	RMB 470 NET RMB 520 NET	RMB 470 NET RMB 520 NET	Breakfast Included; Free Internet Service
<b>Hotel Landmark Canton Guangzhou(4*)</b> Standard Room Elite Room	30 Minutes By Free Shuttle Bus/Haizhu Square(Line2)	RMB 495 NET RMB 730 NET	RMB 495 NET RMB 730 NET	BBF RMB60/Person; Free Internet Service

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

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peter@orient-explorer.com.cn



<b>Landmark International Hotel(4*)</b> Standard Room Deluxe Room	25 Minutes By Free Shuttle Bus/Linhexi Station(Line3)	RMB 468 NET	RMB 448 NET RMB 508 NET	RMB48/Person; Free Inter NET Service
<b>Guangzhou Haitao Hotel(3*)</b> Standard Room Deluxe Room	25 Minutes By Free Shuttle Bus/Tiyuxi Lu Station(Line3)	RMB 220 NET RMB 230 NET	RMB 220 NET RMB 230 NET	BBF RMB15/Person; Free Inter NET Service

Note:

1. Room rates are inclusive of 15% government tax and service charge.
2. Your room booked will be held till 6pm unless requested for late check in.
3. Cancellation must be made before **Mar.13, 2012**. Later than this date will cost one night room charge as cancellation fee;
4. **Booking deadline: Mar.13, 2012**

## 18.2 Hotel Reservation

### Hotel booking Details:

Guest Name: \_\_\_\_\_

Hotel Preferred: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Room category: standard / deluxe room; Single/ twin / double (circle accordingly), No of room(S): \_\_\_\_\_

Arrival Flight No \_\_\_\_\_ Arrival local date \_\_\_\_\_ Estimated arrival Time: \_\_\_\_\_

Departure Flight No \_\_\_\_\_ Date \_\_\_\_\_ departure Time: \_\_\_\_\_

### Local Tours:

Guangzhou one day Tour (seat-in-coach) – Rmb400net per person including interpreter and group lunch

Number of person(s): \_\_\_\_\_ Preferred Date \_\_\_\_\_

**Airport transfer service by Car: (RMB420 per way for 1-2 persons, RMB500 for max. 3-5 persons)**

I need for ☐ Arrival ☐ Departure, Number of person(s): \_\_\_\_\_

*Order form only valid with complete company details*

**Company Name:** \_\_\_\_\_ **Stand No:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Date & Signature:** \_\_\_\_\_

# 19 Hotel Reservation

To be returned by: **13 March 2012**

**Please contact travel agent for your hotel reservation:**

**Orient Explorer Guangzhou**

54 Lifu Road #506, Haizhu District Guangzhou China

Mr. Peter Tang

Tel : +86 20 6113 2322

Fax : +86 20 3401 7093

peter@orient-explorer.com.cn



## **Booking guaranteed by CREDIT CARD**

I hereby guarantee my booking by my following valid Free Shuttle Busd:

☐ Visa

☐ Master

☐ Amex

Name of Credit Cardholder: \_\_\_\_\_ Expiry Date (mm/yy): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ CVV code \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

**Special notes from you if any:** \_\_\_\_\_

**Please fill up the above form in CAP letter and email/fax to +86 20 3401 7093**

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

**Fax:** ..... **Tel:** ..... **Email:** .....

**Contact:** ..... **Date & Signature:** .....